

HOLDEN, MASSACHUSETTS

2021 ANNUAL TOWN REPORT



YEAR ENDING DECEMBER 31, 2021

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TOWN DEDICATION



We were saddened to learn of the passing of long time Holden resident, Robert E. Evans.

Born in Oak Park, Illinois, and raised in Needham, MA Bob was the son of Leland E. and Alice (Littleton) Evans and lived the last 54 years in Holden.

Bob was a graduate of Needham High School, class of 1958. He attended Illinois Wesleyan University where he received a bachelor's degree in insurance. While attending high school in Needham, Bob met the love of his life and devoted wife, Kathy.

Bob had a life-long career, spanning nearly 60 years, as an accomplished investment advisor, a licensed insurance agent and a financial planner. Starting at John Hancock Insurance Company, he then worked as a General Agent with Berkshire Life Insurance Company for 32-years. In 1989 he founded FMG Financial Services in partnership with Michael Hanely. Bob was dedicated to his career and worked to improve the industry through his membership and active involvement with various organizations, including serving as President of the Massachusetts Association of Life Underwriters. Bob's awards and accomplishments are too numerous to list, but he was most proud of receiving the John Mehan Award, one of the most prestigious in his industry.

When asked what he's enjoyed most about his career, Bob would say "the people." Bob developed life-long friendships with many of his clients and they relied on him for his sound guidance. Bob also loved mentoring young people. He taught insurance classes for 20 years, volunteered in the Dynamy program and served on the board of Trustees of his alma mater. Bob was an advocate for his community serving in Holden on the Planning Board, Economic Development Committees, the Wachusett Area Chamber of Commerce and as past President of the Jaycees. A longtime board member and past president of the Briarwood Retirement Community, Bob's kindness and empathy showed he always put others first.

Bob was an avid antique car enthusiast from the time he was child. Before obtaining his drivers' license, Bob became the youngest member of the Veteran Motor Car Club of America and enjoyed membership in numerous automobile clubs thereafter. Bob shared his passion with his son, Steve, and attended many events across the country. He would often be seen zooming around town in his classic cars, always eager to show his automotive knowledge and history with anyone who inquired.

We dedicate the 2021 Annual Town Report to Bob Evans.

OUR LEGISLATORS

UNITED STATES SENATORS

The Honorable Elizabeth A. Warren (D)

317 Hart Senate Office Building (202) 224-4543
Washington, DC 20510

2400 JFK Federal Building (617) 565-3170
15 New Sudbury Street
Boston, MA 02203

The Honorable Edward J. Markey (D)

255 Dirksen Senate Office Building (202) 224-2742
Washington, DC 20510

975 JFK Federal Building (617) 565-8519
15 New Sudbury Street
Boston, MA 02201

REPRESENTATIVE IN CONGRESS – THIRD DISTRICT

The Honorable James P. McGovern (D)

438 Cannon House Office Building (202) 225-6101
Washington, DC 20515

12 East Worcester Street, Suite 1 (508) 831-7356
Worcester, MA 01604

STATE SENATOR – FIRST WORCESTER DISTRICT

The Honorable Harriette L. Chandler (D)

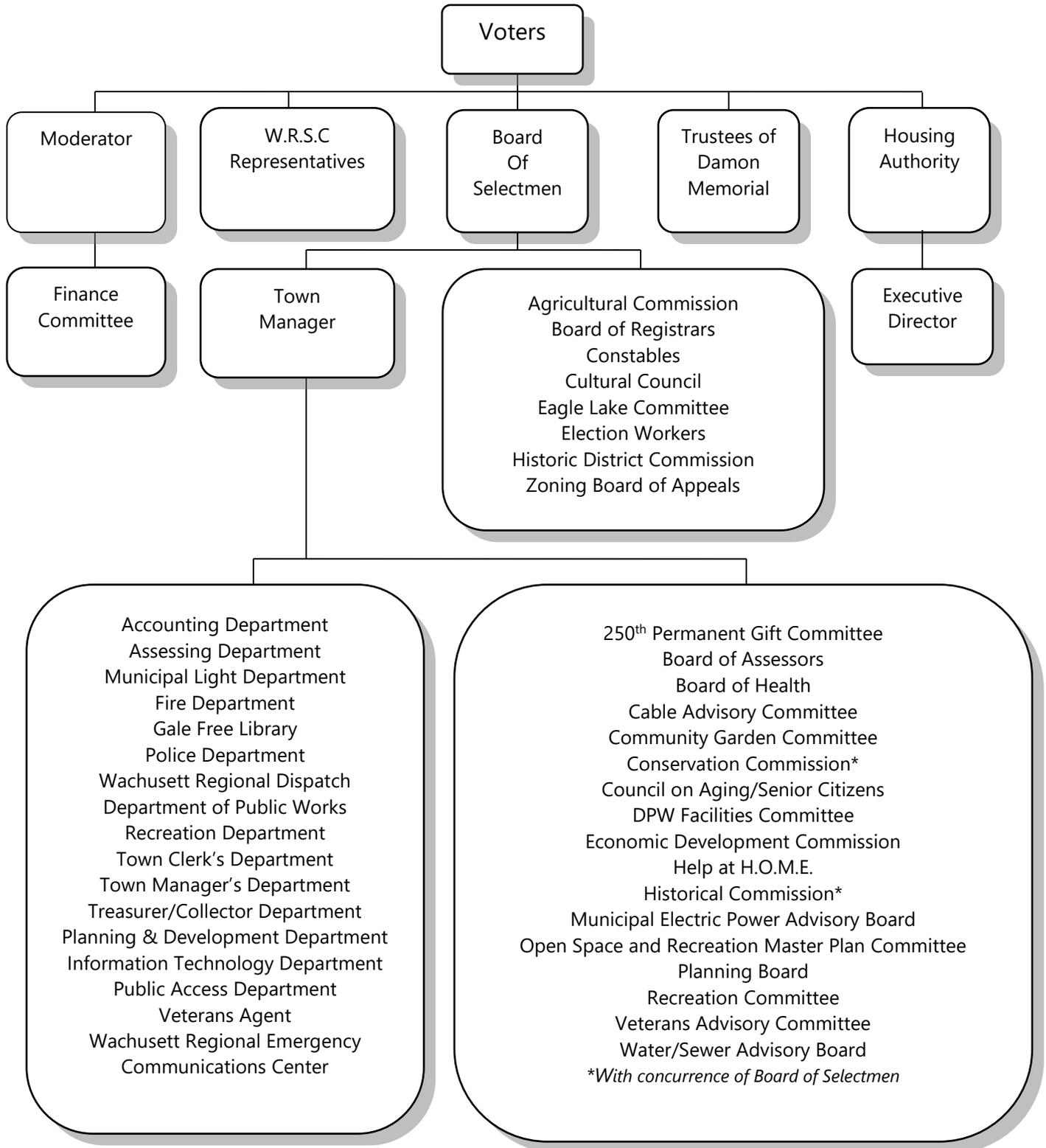
State House, 24 Beacon St., Room 333 (617) 722-1544
Boston, MA 02133
Harriette.Chandler@masenate.gov

STATE REPRESENTATIVE – FIRST WORCESTER DISTRICT

The Honorable Kimberly N. Ferguson (R)

State House, 24 Beacon St., Room 473B (617) 722-2263
Boston, MA 02133
Kimberly.Ferguson@mahouse.gov

TOWN OF HOLDEN ORGANIZATIONAL CHART



OFFICE OF THE TOWN CLERK BOARDS, COMMITTEES, COMMISSIONS



Jeanne M. Hudson, CMC –Town Clerk (right)
Elizabeth A. Monahan – Assistant Town Clerk (middle)
Suzanne M. Lucia – Senior Clerk (left)

Considered the core of local government, the Town Clerk's office serves as the central information hub for local residents and citizens at large.

The position of Town Clerk performs duties in accordance with the provisions of more than 73 Chapters and 451 sections of Massachusetts General Law. The Town Clerk serves as Registrar of Vital Statistics, Chief Election Officer, Clerk of the Board of Registrar and custodian of Town records.

According to the biennial Federal Census, the Town grew to 19,905 residents as of December 31, 2021. An increase of 2,559 residents since the last census in 2010. The increase in population triggered the need for an additional voting precinct. With the addition of a sixth precinct, the Board of Selectmen chose to combine polling locations. The polling locations are the Senior Center, Precincts 1 and 2; Mountview Middle School, Precincts 4 and 5 and Davis Hill School, Precincts 3 and 6. Notification of the changes went out in the Town Census mailed in February. The census mailing was delayed while we waited for the State to update our precinct information in their Voter Registration Information System. New precinct and voting signs were commissioned for future elections. Please take note of your precinct on your Town Census.

Effective as of January 1, 2022, dog owners aged 70 or older are exempt from paying a licensing fee for their dog(s). Service dog(s) are also exempt from a licensing fee. All dog owners, regardless of exemption status, must register their dog(s) annually. The fee is \$10 for spayed/neutered and \$11 for intact until April 15th after which the cost increases to \$20 and \$21. The rabies clinic is planned for the first Saturday on April 9th to be held at the Police/Fire Compound on Main Street. Dog licensing will be available at the rabies clinic.

Dog licensing is available online at <https://www.holdenma.gov/town-treasurer-tax-collector/pages/dog-licensing> A bank fee may be assessed.



OFFICE OF THE TOWN CLERK

BOARDS, COMMITTEES, COMMISSIONS

Please use the Clerk's drop box for hard copies of dog applications, rabies certificates and enclose a SASE.

The Town Clerk's drop box can be used for the secure deposit of ballots but can be used for all Town Clerk business. It is located at Town Hall next to the USPS mailbox. Below is a picture for your reference. Please use it only for Town Clerk business as depositing correspondences for other departments may lead to a delay in receipt to that department. Especially if they are time sensitive documents that need to be in their hands.

I wish to express my appreciation to the Board of Registrars. Their dedication to the Town of Holden is clearly evident. I am sad to say good bye to a long time member. Since 2007, Bonnie M. Prescott has served this Town and this Board admirably. We will miss her and wish her well. Mr. James Amorello was appointed to complete her term in November of 2021.

Services offered at the Town Clerk's Office include Notary Public by appointment, Commissioner to Qualify and Justice of the Peace. Please call to schedule a time for these services to ensure staff is available. Please note the Clerk's office is unable to notarize real estate, wills and out of country documents.

Jeanne M. Hudson
Town Clerk



OFFICE OF THE TOWN CLERK BOARDS, COMMITTEES, COMMISSIONS

WARDENS

Susannah Janik (Moved July 2021), Nina A. Gibbons, Susan H. Stafford,
Faith M. Keskula, Karen M. Tremblay

PRECINCT CLERK

Marcia G. Sherbourne, Barbara A. French, Constance J. Hamilton, David Kent, Janet M. Longvall

ELECTION OFFICERS

John Armstrong, Richard Barron, Jacalyn Biller, Amy-Laing Bobkowski, Carolyn L. Bourget, Renee Brodeur (Moved October 2021), Donna Caissie, Betty Carlson, Bonnie Cassidy, Karen Cavan, Kathryn E. Cavan, Janet Chapman, James L. Christo, Beth T. Clay (Resigned January 2021), Joan Conrad, Carol Coolidge, Ronna Cuker, Margaret Daley, (Appointed to the Board of Registrars in March 2021), Carol Davis, Leslie DeBord, Denise DeGabriele-Lindberg, Pauline Dillon (Resigned April 2021), Kathleen Dixon, Samuel Dubrule, Fay Ellis, Migdalia Elmi, Susan Enman, Marta Ferreira, Patrick Fessenden, Janet Foley, Diane Forester, Kathleen Franco-Anthony, Rebecca Groccia, John Grogan, Betty Hale, Roberta Hanlon, Nicole Hassett, Renate Hillhouse, David Hillhouse, Marissa Jacob, Alison Jankowski, Cheryl A. Jenkins (Moved July 2021), Kara Kittredge-Millotte, William Lahey, Elizabeth Lavergne, Maureen Locke, Florence Lucci, James MacFarlane, Gayle Marshall, Cindy Mason, Patricia McEachen, Sybil Mielnicki, Dianne Milewski, Jacalyn I. Mioglionico, Dorothy Mitchell, Christine Morrone, Jennifer Munz, Brian Murphy, Allison Murphy, Pamela A. Mustacio, Jo-Anne O'Rourke, Robin Owens, Cynthia Patterson, Lisa Pepi, Meredith Pugh, Eileen Rafferty, Catherine Roberts, Nancy Rocheleau, Brian Rooke, Denise Ross, Joseph Sanchez, Ann Scalzulli, Susan A. Sedgewick, Mary Sheils, Megan Sleeper, Mary Sloan, June Sloan, Lori St. Germain (Moved November 2021), Cynthia Stark, Eugene Sullivan, Daniel Survell, Sara Survell, Karen Taylor, Lori Wagg, Thomas Wagg, Cameron Ward (Moved August 2021), Rodney White



OFFICE OF THE TOWN CLERK
BOARDS, COMMITTEES, COMMISSIONS
ELECTED OFFICIALS
MODERATOR

Joseph G. Sullivan 2022

BOARD OF SELECTMEN, LIGHT AND WATER/SEWER COMMISSIONERS

Anthony M. Renzoni, Vice Chair 2024
Richard Bates, Clerk 2024
Chiara M. Barnes, Chair 2022
Geraldine A. Herlihy 2022
Robert P. Lavigne 2023

TRUSTEES OF DAMON MEMORIAL

Richard S. Maurer 2024
Alan N. Degutis 2024
Virginia B. Powell-Brasier 2022
Penelope G. Morgan 2022
Russell J. Dye 2023
Richard Sheils, Jr. 2023

WACHUSETT REGIONAL SCHOOL DISTRICT COMMITTEE

(Holden's Representation on a 22-member Committee)

Krista Bennett 2023
Barry Dellecese 2022
Michael Dennis 2023
Maleah Gustafson 2022
Laura Kirshenbaum 2023
Linda Long-Bellil 2024
Kenneth Mills 2022
Lauren Salmon-Garrett 2024
Asima Silva 2024
Christina Smith 2022

**APPOINTED BY THE MODERATOR
FINANCE COMMITTEE**

Alan Berg 2024
Christopher Lucchesi, Vice Chair 2024
Jane E. Titcomb 2024
Stephanie J. Adams 2022
Joseph J. Dolak 2022
David J. White, Sr. 2022
Paul L. Challenger, Chair 2023
Marilynn L. Foley, Clerk 2023
Donald Graves 2023

OFFICE OF THE TOWN CLERK
BOARDS, COMMITTEES, COMMISSIONS
APPOINTED BY THE MODERATOR AND THE SELECTMEN
MONTACHUSETT REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT
(Holden's Representation on a 22-Member Committee)
James W. Cournoyer

APPOINTED BY THE SELECTMEN
TOWN MANAGER
Peter M. Lukes, Esq.

AGRICULTURAL COMMISSION

Ryan MacKay	2024
Thomas O'Shea	2024
Maleah Gustafson	2022
Nancy Rocheleau	2022
James C. Dunn III, Chair	2023
Christopher Hugo	2023

CONSTABLES

Matthew J. Attanian	2022
Daniel B. Gately	2023
Kimberly E. Lynch	2023

EAGLE LAKE DAM COMMITTEE

Mark Aucoin	Gerald Kersus, Chair
Stephen Isabelle	Dan Marinone
Earl Nezuch	Tara Prosser
Brian Vitalis	

HISTORIC DISTRICT COMMISSION

Lenny Smith	2024
Sarah Stebulis	2025
Lance G. Lazar	2022
Michael Smith	2025

HOLDEN CULTURAL COUNCIL

Vanessa Bumpus	2024
Ana Gregory	2024
Tracy Acito	2023
Jessica Milliken, Chair	2023
Jean-Paul Paulynice	2023
Lora Zimmer	2023

OFFICE OF THE TOWN CLERK
BOARDS, COMMITTEES, COMMISSIONS

BOARD OF REGISTRARS OF VOTERS

Bonnie M. Prescott	2022
S. Jane Arntz	2023
Jeanne M. Hudson, CMC	

OPEN SPACE AND RECREATIONAL COMMITTEE

Erin Bradbury	Recreation Committee
Cathy Doherty, Chair	Conservation Commission
Richard Callahan	White Oak Land Conservation Society
Dan Prosser	Eagle Lake/At Large
James Dunn	Agricultural Commission
Jean-Paul Paulynice	At Large
Kenneth Strom	At Large
Scott Verrier	At Large
David Murphy	At Large
Steve Jaslowich	At Large
Mike Savino	At Large
Pamela Harding	Planning Board

ZONING BOARD OF APPEALS

David George	2024
James A. Deignan	2025
Roy Fraser, III	2022
Ronald E. Spakauskas, Chair	2025
Silvio R. Annunziata	2023
Brian Parry, First Alternate	2023
Frederick J. Lonardo, Second Alternate	2023

APPOINTED BY THE TOWN MANAGER

ASSISTANT TOWN MANAGER

Stephanie C. King

OPERATING DEPARTMENTS

ACCOUNTANT

Lori A. Rose

FIRE CHIEF/FOREST WARDEN

Russell A. Hall

DEPUTY FIRE CHIEF/FIRE PREVENTION

Sean M. Smith

OFFICE OF THE TOWN CLERK
BOARDS, COMMITTEES, COMMISSIONS

DIRECTOR OF PLANNING AND DEVELOPMENT

Pamela A. Harding
David G. Lindberg, Building Commissioner

HOLDEN MUNICIPAL LIGHT DEPARTMENT/GENERAL MANAGER

Jane D. Parenteau (Retired September 2021)
Barry W. Tupper

POLICE CHIEF

Timothy J. Sherblom

PUBLIC WORKS DIRECTOR

John R. Woodsmall

RECREATION DIRECTOR

Denise M. Morano (Retired July 2021)
Nichole A. Hallett

SEALER OF WEIGHTS AND MEASURES

Joseph T. Mulvey

TOWN CLERK

Jeanne M. Hudson

TOWN COUNSEL

Stephen F. Madaus
Demitrios Moschos (Special – Labor Relations)

TREASURER/COLLECTOR

Sharon A. Lowder (Retired September 2021)
Laurie A. Gaudet

VETERAN'S AGENT

Brad H. Sherblom

250TH ANNIVERSARY PERMANENT GIFT COMMITTEE

Marilynn L. Foley, Chair
Emma Riffelmacher

Roy Fraser, III

BOARD OF ASSESSORS/FENCE VIEWERS

Rosemary Scully, Principal Assessor
James R. Dillon, Assessor

2022
2023

**OFFICE OF THE TOWN CLERK
BOARDS, COMMITTEES, COMMISSIONS**

BOARD OF HEALTH

Michelle O'Rourke	2024
Stella Adu-Gyamfi (Resigned 2021)	2022
Michael Mazloff	2023

CABLE ADVISORY COMMITTEE

Christopher C. Hugo	2024
Henry C. Ouellette	2024
Lawrence D. Popple, Chair	2022
Patricia A. Popple	2022

COMMUNITY GARDEN COMMITTEE

Jessica A. Cosenza, Chair	2024
Kayte Brier	2022
Julie McCarthy	2022
Gina Tutela	2025
Tracy Acito (Resigned 2021)	2023
Michael Trigiano (Resigned 2022)	2023
Mark Thorngren	2025

CONSERVATION COMMISSION*

Cathleen Doherty	2024
Heather Parry	2024
Elizabeth Parent	2022
Luke L. Boucher	2023
David Nyman	2023
Michael Scott	2023
Kenneth Strom	2023

*with BOS Approval

COUNCIL ON AGING/SENIOR CITIZENS COMMITTEE

Faye M. Ellis	2024
Wayne D. Howard	2024
Maureen A. Locke	2024
Richard S. Mansfield, Jr.	2024
Lois Johansen	2025
Nancy Melton	2022
Susan H. Sullivan	2022

DEPARTMENT OF PUBLIC WORKS FACILITY COMMITTEE

John S. Cross, Jr.	Mark Johnson
James Kempton, Jr.	Christopher Luccesi
Scott Sundin	Daniel Nason, Chair
	John Woodsmall (Ex-Officio)

**OFFICE OF THE TOWN CLERK
BOARDS, COMMITTEES, COMMISSIONS**

ECONOMIC DEVELOPMENT COMMISSION

Christine Andreoli	2022
Kathy Diehl	2022
Benjamin Figueroa	2022
Andrea Figueroa	2022
Leonardo Angiulo, Chair	2024
Adam Gerhart	2022
Cynthia Klocek	2024
Kathy Merk	2024
Pamela Harding (Ex-Officio)	
Chiara Barnes (Ex-Officio)	
Andrew Jenson (Chamber of Commerce)	

HELP AT H.O.M.E.

Brian Bullock, Chair	2024
Fay M. Ellis	2024
Marty J. Holman	2024
Susan E. Marsh	2024
Marcia Sherbourne	2024
Joseph G. Sullivan	2022
Colleen Clifford	2024

HISTORICAL COMMISSION*

Ida J. Nystrom	2025
Charles T. Skillings, Chair	2022
*with BOS Approval	

MASTER PLAN UPDATE STEERING COMMITTEE

Scott Carlson	Joseph Dolak
Barbara Kohlstrom	Jessica Milliken
Scott Morrison	Robin Owens
Anthony Renzoni	Stephen Yerdon

MUNICIPAL ELECTRIC POWER ADVISORY BOARD

Richard Farrell	2023
Daniel Golden	2023
Scott R. Carlson	2023
Peter Elkas	2023
Peter Liddy III	2023
Steven Sendrowski	2023

PLANNING BOARD

Otto R. Lies	2024
James Parker	2024
Robert V. Ricker	2024
Scott R. Carlson	2022
Nancy Kielinen	2023
Brynn Zawada	2023

OFFICE OF THE TOWN CLERK
BOARDS, COMMITTEES, COMMISSIONS

RECREATION COMMITTEE

Erin O. Bradbury, Chair	2024
Robyn Floyd	2022
Melissa A. Staiti (Resigned 2021)	2022
Robin H. Grady	2023
Robin Owens	2023
Dan Correia	2022

VETERAN'S ADVISORY BOARD

Silvio Annunziata	2022
Gary Antinarella	2025
Ronald Barrus, Sr.	2025
Gerald D. Dziemja Jr.	2022
Angelica Owanisian	2025
Anthony Renzoni, BOS Representative	2022
Kurt Owanisian	2023



ELECTION RESULTS

ANNUAL TOWN ELECTION – MAY 10, 2021

Vote for **One**

MODERATOR	Prec. 1	Prec. 2	Prec. 3	Prec. 4	Prec. 5	Totals
Joseph G. Sullivan	280	280	360	296	279	1495
Joseph Lambert	1					1
Thomas Curran	1		1	1		3
David Silva			1			1
Amy Miller				1		1
Kenneth Starbard					1	1
						0
Blanks	117	125	108	109	121	580
Write-ins	0	0	0	0	0	0
Provisional	0	0	0	0	0	0
						0
Totals	399	405	470	407	401	2082

Vote for **Two**

Board of Selectmen	Prec. 1	Prec. 2	Prec. 3	Prec. 4	Prec. 5	Totals
Anthony M. Renzoni	203	215	269	225	206	1118
Richard F. Bates	176	171	201	160	159	867
Thomas P. Curran - Write In	139	119	158	141	148	705
Tom Cotton	1					1
Tom Chapman	1					1
Charles Rock, Jr.	7			1	2	10
Walter Crocket		1				1
Scott Lagana		2				2
Laurence Rettig		1				1
Tyler Gibbs				2		2
Jeffrey Landgren					1	1
Timothy Ethier					1	1
Bridget Kane					3	3
Sean Casey					1	1
Sarah Kane					2	2
						0
Blanks	271	301	312	285	279	1448
Write-ins	0	0	0	0	0	0
Provisionals	0	0	0	0	0	0
						0
Totals	798	810	940	814	802	4164

ELECTION RESULTS

ANNUAL TOWN ELECTION – MAY 10, 2021

Vote for Two

Trustees of Damon Memorial	Prec. 1	Prec. 2	Prec. 3	Prec. 4	Prec. 5	Totals
Alan N. Degutis	247	230	308	244	251	1280
Richard S. Maurer	232	230	310	244	240	1256
John Shoro	1					1
Gary Antinarella	1					1
Christopher Bishop				1		1
Kelly Landgren					1	1
Dawn Rooke					1	1
Brian Ferguson					1	1
						0
Blanks	317	350	322	325	308	1622
Write-ins	0	0	0	0	0	0
Provisionals	0	0	0	0	0	0
						0
Totals	798	810	940	814	802	4164

Vote for Three

Wachusett Regional School District Cmte	Prec. 1	Prec. 2	Prec. 3	Prec. 4	Prec. 5	Totals
Linda M. Long-Bellil	204	200	281	222	255	1162
Asima Silva	186	173	258	199	216	1032
Barry W. Dellecese, Jr.	148	162	173	153	116	752
George A. Kaminski	140	177	145	146	100	708
Aidan T. Kearney	148	164	152	131	124	719
Lauren L. Salmon-Garrett	210	201	282	218	270	1181
Tom Curran	9	8	6	8	4	35
Douglas Cooney					1	1
Krystal Holt					1	1
						0
Blanks	152	130	113	144	116	655
Write-ins	0	0	0	0	0	0
Provisional	0	0	0	0	0	0
						0
Totals	1197	1215	1410	1221	1203	6246

ELECTION RESULTS

ANNUAL TOWN ELECTION – MAY 10, 2021

Vote for One

Holden Housing Authority	Prec. 1	Prec. 2	Prec. 3	Prec. 4	Prec. 5	Totals
Tim Ethier	2					2
Sandra Shoro	1					1
Gary Antinarella	1					1
George Kaminski	1					1
Steven Cooley	2	2				4
Alejandra Scott	1					1
Nick Cardillo	1					1
Matt Crockett	1					1
Robert Walsh		1				1
David V. Shea, III		1				1
Patrick O'Halloran		1				1
Karen Kappes		2				2
Erik Scheinfeldt		1				1
Taylor Blair		1				1
Christopher Rice			1			1
Meridith Pugh			1			1
Thomas Curran			1	1		2
Andrew Sloca			1			1
Jeffrey Bruce			1			1
Richard Maurer			1			1
Matthew Watts			1			1
Karen O'Connor			1	1		2
Daniel Newman			1			1
Alicynn Wilson			1			1
John Wool			1			1
Gary Budzel			1			1
William Ritter				1		1
Earl Nezuch				1		1
Amy Miller				1		1
Russell Dye				1		1
Jeremy Kurtz				1	1	2
Francine Bullock				1		1
Walter Crockett					1	1
Brendon Connor					1	1
Edwin Gledhill					1	1
Aidan Kearney					1	1
Barbara Kane					1	1
Brian Ferguson					2	2
Jini Henderson					1	1

ELECTION RESULTS

ANNUAL TOWN ELECTION – MAY 10, 2021

Holden Housing Authority Cont.						0
Blanks	389	396	458	399	392	2034
Write-ins	0	0	0	0	0	0
Provisional	0	0	0	0	0	0
						0
Totals	399	405	470	407	401	2082

Ballots cast	Prec. 1	Prec. 2	Prec. 3	Prec. 4	Prec. 5	Totals
Total Ballots Cast	399	405	470	407	401	2082
Registered Voters						
Total registered voters eligible to vote	2921	2897	2604	3291	2976	14689
as of April 20, 2021						
Voter participation percentage	13.66%	13.98%	18.05%	12.37%	13.47%	14.17%

REPORT OF THE TOWN CLERK

ADJOURNED ANNUAL TOWN MEETING – MAY 17, 2021

At 7:09pm on Monday, June 29, 2020 the Annual Town Meeting was held in the Wachusett Regional High School at 1401 Main Street in the Town of Holden. At 6:00PM the Board of Selectmen and the newly elected Town Moderator, Joseph Sullivan, met to discuss and vote on reducing the quorum due to the State of Emergency as declared by the Governor of Massachusetts on March 10, 2020. Holden Town Bylaws Article 1, Section 5 which states *one percent of the registered voters of the Town shall constitute a quorum*. As of June 12th, the last day to register as a voter there were 14,100 registered voters requiring 141 voters to be in attendance. The Selectmen voted to reduce the quorum to a minimum of 25 registered voters. There was a quorum present of two hundred and seventy four (274) registered Holden voters and an additional twelve (12) guests.

All non-voters or non-residents of the Town were asked to be recognized by the Moderator:

Jeanne Survell, Town Clerk
Liz Monahan, Assistant Town Clerk
Lori Rose, Town Accountant
Brian Falk, Town Counsel
Pamela Harding, Planning and Development Director
Glenda Williamson, Conservation Agent
Darryll McCall, Superintendent of WRSD
Russ Hall, Fire Chief
John Woodsmall, DPW Director
John Vining, 132 Mt. View Drive, Holden, MA
Lihua Yang, 90 Fisher Road, Unit 29, Holden, MA
Wayne and Tracy Jakobson, 3 Governors Street, Worcester, MA

There were no tellers appointed by the Moderator.

The following Election Wardens checked in voters for the ATM:

Karen Temblay, 153 Jackson Street Susan Stafford, 296 Chapel Street
Faith Keskula, 624 Malden Street

Moderator Sullivan noted the receipt of the posting of the Warrant for the Annual Town Meeting by Constable, Kimberly Lynch and the proper posting in three (3) locations within the Town on June 18th.

As stated in the Town's Bylaws, Article 1, Section 14: *The Moderator may make a public declaration of a 2/3rds vote without the necessity that a count be taken except as otherwise provided by General Laws Chapter 39, Section 15.*

PRELIMINARY MOTIONS: Majority vote required for passage.

MOTION MADE: Joseph Sullivan

I move the dispensing of the reading of the article and only read the motion by the Finance Committee for each article.

MOTION PASSED BY MAJORITY VOTE AS DECLARED BY THE MODERATOR

REPORT OF THE TOWN CLERK

ADJOURNED ANNUAL TOWN MEETING – MAY 17, 2021

ARTICLE 1 – TO CHOOSE A MODERATOR FOR SAID MEETING

MOTION MADE: N/A

The moderator, Joseph Sullivan, was elected at the Annual Town Election on Monday, June 22, 2020.

ARTICLE 2 – TO HEAR A REPORT OF THE RESULTS OF THE TOWN ELECTION HELD ON JUNE 22, 2020

MOTION MADE: No motion made at this time as this article was acted upon previously.

As a courtesy the moderator read the results of the election into the record.

ARTICLE 3 - TO HEAR THE REPORT OF THE TOWN OFFICERS AND ANY OUTSTANDING COMMITTEES AND ACT THEREON

Moderator Sullivan noted the Annual Town Report contained the reports of Town Officers, Boards, Commissions and Committees. The 2019 Annual Town Report is dedicated to George A Balko, III for his 21 years of service to the Town as Moderator and Committee Member. Town Manager, Peter Lukes, presented Mr. Balko with a commemorative plaque to officially recognize his service.

MOTION MADE: No Action was necessary under this article as all the Boards and Committees submitted their annual report.

ARTICLE 4 – FIX SALARY AND COMPENSATION

To see if the Town will vote to fix the salary and compensation of all elective officers of the Town as provided by Section 108 of Chapter 41 of the General Laws as amended, and appropriate a sum of money therefor, and authorize the payment of a salary of the Finance Committee chairman if the chairman also serves as clerk of the committee, or act or do anything relative thereto.

ARTICLE 4		
FY 20		FY 21
N/A	FIX COMPENSATION	N/A

Summary: Article 4 sets the compensation rate for the annual services of the Town Moderator and the members of the Select Board. The compensation rates have not changed for many years and are minimal considering the amount of hours and effort expended by these individuals every year. The actual appropriations for these payments are included in Article 6-1, General Government.

Recommendation: The Finance Committee recommends approval of Article 4.

MOTION MADE: Marilyn L. Foley, Finance Committee

The Finance Committee recommends and I move that the Town, in accordance with Section 108 of Chapter 41 of the General Laws as amended, vote to fix the salaries and compensation of elective Town officers for the ensuing year as follows:

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Moderator	\$100.00
Selectman-Chairman	1,150.00
2nd Member	1,000.00
3rd Member	1,000.00
4th Member	1,000.00
5th Member	1,000.00
Trustees of Damon Memorial - None	
6 Members	
Wachusett Regional School District None	
Committee – 10 Holden Members	

MOTION SECONDED

MOTION PASSED UNANIMOUSLY AS DECLARED BY THE MODERATOR

ARTICLE 5 – TOWN DEBTS AND CHARGES

To say what sums the Town will raise by tax or otherwise to pay Town debts and charges for the past years and appropriate same, or act or do anything relative thereto.

ARTICLE 5		
FY 20		FY 21
N/A	PAST TOWN DEBTS AND CHARGES	\$6,888.51

Summary: Article 5 is a legal formality. It allows the Town Manager to pay bills that come in after the normal close of a budget year. The bills are typically small and the money for payments comes from free cash as the budgets that would have been used in those prior year(s) were closed to free cash. There are ten (10) bills/items to consider this year. Bills were for goods/services received in prior fiscal year(s) but invoices for payment were not submitted for processing before the close of the applicable fiscal year.

Recommendation: Finance Committee recommends approval of Article 5.

MOTION MADE: Stephanie Adams, Finance Committee

The Finance Committee recommends and I move that the Town vote to transfer and appropriate from available funds in the hands of the Treasurer the sum of \$6,354.01 to pay nine (9) bills payable in prior fiscal years for services rendered or goods delivered by the following vendors, for the following sums:

- Mass Correctional Industries for \$367.20
- MIIA Property and Casualty Group, Inc. for \$2,098.00
- Atlantic Tactical for \$1,616.65
- Atlantic Tactical for \$203.80
- Atlantic Tactical for \$1,778.40

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Atlantic Tactical for \$81.36

Atlantic Tactical for \$29.80

Atlantic Tactical for \$119.20

Atlantic Tactical for \$59.60

MOTION SECONDED

4/5THS VOTE IS REQUIRED FOR PASSAGE

MOTION PASSED BY 4/5THS VOTE AS DECLARED BY THE MODERATOR

ARTICLE 6 - GOVERNMENT

To say what sums the Town will vote to raise and appropriate or transfer from available funds in the hands of the Treasurer, the Overlay Reserve Fund, the Water/Sewer Enterprise Fund, the Solid Waste Enterprise Fund, or from any other available funds, to pay Town debts and charges, other than those relating to the Wachusett Regional School District, for the ensuing year, or act or do anything relative thereto.

ARTICLE 6-1: GENERAL GOVERNMENT

ARTICLE 6-1 GENERAL GOVERNMENT

ARTICLE 6-1		
FY 20		FY 21
\$6,314,976	GENERAL GOVERNMENT	\$6,789,732

Summary: General Government is a common category for many required Town functions including Town Accountant, Treasurer/Collector, Assessor, Town Clerk, Planning and Development, Town Manager, Information Technology, and Personnel. It includes contracted legal services, insurance (health and liability) for all Town departments, state-mandated retirement fund assessments, and the Finance Committee’s Reserve Fund. It also funds local government functions including the Board of Selectmen, Town Moderator, and Finance Committee. Overall, the FY21 budget for General Government has increased \$474,756 (7.5%) over FY20. This increase is primarily due to increases in the assessment for the town’s retirement plan, insurance premium increases and studies to be prepared for town playing fields, the town hall and Starbard building, and the Adams Road re-use analysis.

Recommendation: The Finance Committee recommends approval of Article 6-1

Majority vote required for passage.

MOTION MADE: John Dolak, Finance Committee

The Finance Committee recommends and I move that the Town vote to appropriate, to pay Town debts and charges for the ensuing year, the sum of \$6,789,732 for the proposed budget for GENERAL GOVERNMENT, item 1, substantially as shown on page 4 of the “TOWN MEETING HANDBOOK RECOMMENDATIONS CONCERNING THE FY 2021 BUDGET” under the heading “FY 2021 RECOMMENDED” and to raise said sum by transferring \$49,000 from the Water/Sewer Enterprise fund receipts for indirect costs, by transferring \$12,400 from the Solid Waste Enterprise fund receipts for indirect costs, by transferring \$50,000 from Overlay Surplus and by raising and appropriating \$6,678,332 to cover the balance; and to further authorize the Town Manager to transfer from the Town Manager

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Salary & Wages account various sums to the Salary & Wages accounts of other Town Departments, as the Town Manager may deem advisable to effect adjustments of salaries and wages in the ensuing fiscal year.

MOTION SECONDED

MOTION PASSED UNANIMOUSLY AS DECLARED BY THE MODERATOR

ARTICLE 6-2: DEBT

ARTICLE 6-2		
FY 20		FY 21
\$5,405,893	DEBT	\$3,010,877

Summary: The Debt Service budget covers the principal and interest payments due during FY21. As of June 30, 2019, the total long-term debt outstanding for the Town of Holden was \$38,606,452 of which \$11,049,636 is considered to be inside the debt limit, and \$27,556,816 to be outside the debt limit. The Debt Service budget includes exempt debt which is excluded from the limits of Prop 2-1/2. The total has decreased significantly due to the retirement of the debt associated with the three elementary school projects.

Recommendation: The Finance Committee recommends approval of Article 6-2.

MOTION MADE: Stephanie Adams, Finance Committee

The Finance Committee recommends and I move that the Town vote to appropriate, to pay Town debts and charges for the ensuing year, the sum of \$3,010,877 for the proposed budget for GENERAL GOVERNMENT DEBT, item 2, substantially as shown on page 5 of the "TOWN MEETING HANDBOOK RECOMMENDATIONS CONCERNING THE FY 2021 BUDGET" under the heading "FY 2021 RECOMMENDED" and to raise said sum by transferring \$218,835 from available funds in the hands of the Treasurer and by transferring \$1,341 from the reserved bond premium in the hands of the Treasurer, and by raising and appropriating \$2,790,701 to cover the balance.

MOTION SECONDED

MOTION PASSED UNANIMOUSLY AS DECLARED BY THE MODERATOR

ARTICLE 6-3: PUBLIC SAFETY

ARTICLE 6-3		
FY 20		FY 21
\$5,803,958	PUBLIC SAFETY	\$5,871,773

Summary: The Public Safety budget funds the activities of the Police and Fire Departments, Emergency Medical Services, Emergency Management, the Animal Control Officer, and the Wachusett Regional Emergency Communications Center.

The Police Department budget increased by \$26,516 from last year. This increase is attributable to the costs associated with the addition of four new police officers in FY21 as well as contractual increases in salaries and wages.

The Dispatch budget increased by \$15,508 from last year, due primarily to contractual increases in salaries and wages and internal promotions.

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The Animal Control budget increased by \$18,390 from last year, due primarily to transitioning the Animal Control Officer from a split positions between police and animal control to a full-time animal control position.

The Fire Department and Emergency Medical Service Department (Ambulance) budget increased by \$8,006 in FY 2021, due primarily to contractual increases in salaries and wages. It is expected that this budget will be offset by revenue of \$852,000 in EMS receipts.

The Fire Department’s Emergency Management Office funds and equips the Community Emergency Response Team (CERT) which is the group of volunteers who staffed the Senior Center shelter site during the 2008 Ice Storm and its aftermath. The budget for this Office has increased \$4,395 for FY 2021, reflecting wage increases as a result of the Emergency Management Coordinator role being elevated to a Lieutenant position.

The Public Safety building has its own budget, so that the costs associated with this facility may be monitored closely. This budget decreased by \$5,000 in FY 2021 due primarily to anticipated decreased costs related to maintenance and maintenance contracts.

Recommendation: The Finance Committee recommends approval of Article 6-3.

MOTION MADE: David White, Sr., Finance Committee

The Finance Committee recommends and I move that the Town vote to appropriate, to pay Town debts and charges for the ensuing year, the sum of \$5,871,773 for the proposed budget for PUBLIC SAFETY, item 3, substantially as shown on page 5 of the “TOWN MEETING HANDBOOK RECOMMENDATIONS CONCERNING THE FY 2021 BUDGET” under the heading “FY 2021 RECOMMENDED” and to raise said sum by transferring \$25,000 from the Wachusett Fund, and by raising and appropriating \$5,846,773 to cover the balance.

MOTION SECONDED

MOTION PASSED BY MAJORITY VOTE AS DECLARED BY THE MODERATOR

ARTICLE 6-4: PUBLIC WORKS

ARTICLE 6-4		
FY 20		FY 21
\$3,018,697	PUBLIC WORKS	\$3,210,404

Summary: The Department of Public Works budget includes the:
 Administration Division (DPW Director and Staff)
 Engineering Division (Project Planning & Supervision)
 Highway Division (Road Repair, Maintenance and Snow Removal)
 Building and Grounds Division (Maintenance of Buildings, Fields, and Cemeteries)
 Mechanics Division (Repair/Maintenance of Vehicles, and Equipment)
 Garage Division (DPW Garage Facility)

The Public Works budget increased \$191,707 (6.4%) from FY20. The increase is due primarily to contractual increases in salaries and wages, contractual increases in building cleaning and maintenance

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contracts, increase in park/field maintenance, increased anticipated costs for snow removal and increased costs associated with landfill post closure monitoring

Recommendation: The Finance Committee recommends approval of Article 6-4.

MOTION MADE: Donald Graves, Finance Committee

The Finance Committee recommends and I move that the Town vote to appropriate, to pay Town debts and charges for the ensuing year, the sum of \$3,210,404 for the proposed budget for PUBLIC WORKS, item 4, substantially as shown on page 6 of the "TOWN MEETING HANDBOOK RECOMMENDATIONS CONCERNING THE FY 2021 BUDGET" under the heading "FY 2021 RECOMMENDED" and to raise said sum by transferring \$33,400 from the Water/Sewer Enterprise fund receipts for indirect costs, transferring \$5,000 from the Perpetual Care Trust Fund, and by raising and appropriating \$3,172,004 to cover the balance.

MOTION SECONDED

MOTION PASSED UNANIMOUSLY AS DECLARED BY THE MODERATOR

ARTICLE 6-5: WATER AND SEWER ENTERPRISE FUND

ARTICLE 6-5		
FY 20		FY 21
\$8,185,983	WATER/SEWER ENTERPRISE FUND	\$8,153,419

Summary: Water and sewer services are budgeted within the Water/Sewer Enterprise Fund. The income from water and sewer bills goes into the Fund and all expenses, such as water purchased from Worcester and sewage transport and processing charges, are paid from this fund. No tax monies are part of this fund. This budget has remained essentially flat, decreasing by \$32,564 (-0.3%) over FY20, reflecting increases in disposal fees, assessments and maintenance costs, offset by decreases in legal costs.

Recommendation: The Finance Committee recommends approval of Article 6-5.

MOTION MADE: Donald Graves, Finance Committee

The Finance Committee recommends and I move that the Town vote to appropriate, to pay direct debts and charges for the ensuing year, the sum of \$8,261,019 and to transfer the sum of \$82,400 to the general fund to cover indirect costs for the ensuing year for a total appropriation of \$8,343,419 for the proposed budget for the WATER/SEWER ENTERPRISE FUND, item 5, substantially as shown on page 6 of the "TOWN MEETING HANDBOOK RECOMMENDATIONS CONCERNING THE FY 2021 BUDGET" under the heading "FY 2021 RECOMMENDED" and to meet said appropriation by transferring \$1,135,000 from Water/Sewer free cash in the hands of the Treasurer and raising the sum of \$7,208,419 through fees and charges.

MOTION SECONDED

MOTION PASSED UNANIMOUSLY AS DECLARED BY THE MODERATOR

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ARTICLE 6-6: HUMAN SERVICES

ARTICLE 6-6		
FY 20		FY 21
\$369,104	HUMAN SERVICES	\$386,262

Summary: The Human Services Budget funds the operation of the Senior Center and the Veterans Assistance Office. The Veterans Assistance Office is a state and federally mandated function that is 75% reimbursed by the State of Massachusetts (MGL, Chapter 115) for all direct assistance provided to veterans. The Veterans Budget has increased slightly in FY21 due to primarily to anticipated aid to veterans. The Veterans component of the Human Services Budget is \$90,961.

The Senior Services Budget addresses the needs of our Senior Citizens, providing outreach programs for the homebound, nutrition, information, programs at the Senior Center and transportation. The Senior Services Budget increased slightly due to increased salary and wages and in the department. The Senior Services component of the Human Services Budget is \$295,301.

Recommendation: The Finance Committee recommends approval of Article 6-6.

MOTION MADE: Marilyn Foley, Finance Committee

The Finance Committee recommends and I move that the Town vote to raise and appropriate, to pay Town debts and charges for the ensuing year, the sum of \$386,262 for the proposed budget for HUMAN SERVICES, item 6, substantially as shown on page 6 of the "TOWN MEETING HANDBOOK RECOMMENDATIONS CONCERNING THE FY 2021 BUDGET" under the heading "FY 2021 RECOMMENDED."

MOTION SECONDED

MOTION PASSED UNANIMOUSLY AS DECLARED BY THE MODERATOR

ARTICLE 6-7: VOCATIONAL EDUCATION /OUT OF DISTRICT PLACEMENT

ARTICLE 6-7		
FY 20		FY 21
\$901,029	VOCATIONAL EDUCATION	\$984,226

Summary: This budget is primarily the assessment from the Montachusett Regional Vocational School District to the Town (\$930,226). This number is derived from the number of Holden students attending the school. Another factor include in the budget is \$54,000 for tuition and transportation for a student to attend and out of district vocational high school.

Recommendation: The Finance Committee recommends approval of Article 6-7.

MOTION MADE: Paul Challenger, Finance Committee

The Finance Committee recommends and I move that the Town vote to raise and appropriate, to pay Town debts and charges for the ensuing year, the sum of \$984,226 for VOCATIONAL EDUCATION which is a part of the Proposed Education Budget, item 7, as printed on page 7 of the "TOWN MEETING

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HANDBOOK RECOMMENDATIONS CONCERNING THE FY 2021 BUDGET” under the heading “FY 2021 RECOMMENDED.”

MOTION SECONDED

MOTION PASSED UNANIMOUSLY AS DECLARED BY THE MODERATOR

ARTICLE 6-8: CULTURE

ARTICLE 6-8		
FY 20		FY 21
\$915,570	CULTURE	\$931,770

Summary: The Culture Budget funds the operation of the Gale Free Library and the Historical Commission. The Gale Free Library Budget for FY 21 exceeds the state minimum appropriation requirement for public libraries. Meeting the requirement allows Holden residents to borrow materials from any certified library in the Commonwealth and it makes the library eligible for state aid. Since the Massachusetts State Aid to Public Libraries was established in 1987, Holden has always met the Minimum Appropriation Requirement. The Gale Free Library Budget for FY 2021 is \$928,270, representing an increase of \$16,200, or 1.8% from FY 2020.

The Historic District Commission Budget funds the care and maintenance of the Hendricks House as a museum and local historical education center. The Historical Commission Budget for FY 2021, which remains unchanged from FY 2020, is \$3,500.

Recommendation: The Finance Committee recommends approval of Article 6-8.

MOTION MADE: John Dolak, Finance Committee

The Finance Committee recommends and I move that the Town vote to raise and appropriate, to pay Town debts and charges for the ensuing year, the sum of \$931,770 for the proposed budget for CULTURE, item 8, substantially as shown on page 7 of the “TOWN MEETING HANDBOOK RECOMMENDATIONS CONCERNING THE FY 2021 BUDGET” under the heading “FY 2021 RECOMMENDED.”

MOTION SECONDED

MOTION PASSED UNANIMOUSLY AS DECLARED BY THE MODERATOR

ARTICLE 6-9: SOLID WASTE ENTERPRISE FUND

ARTICLE 6-9		
FY 20		FY 21
\$1,331,676	SOLID WASTE ENTERPRISE FUND	\$1,363,154

Summary: Trash collection and recycling services are budgeted in the Solid Waste Enterprise Fund. The income from trash bills funds the account and all trash expenses are paid from this account. No tax monies are part of this fund. The budget is up \$31,478, or about 2.4%, due primarily to an increase in recycling collection costs, increased disposal fees and toter purchases.

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Recommendation: The Finance Committee recommends approval of Article 6-9.

MOTION MADE: Donald Graves, Finance Committee

The Finance Committee recommends and I move that the Town vote to appropriate, to pay direct debts and charges for the ensuing year, the sum of \$1,350,764 and to transfer the sum of \$12,400 to the general fund to cover indirect costs for the ensuing year for a total appropriation of \$1,363,154, for the proposed budget for the SOLID WASTE ENTERPRISE FUND, item 9, substantially as shown on page 7 of the "TOWN MEETING HANDBOOK RECOMMENDATIONS CONCERNING THE FY 2021 BUDGET" under the heading "FY 2021 RECOMMENDED" and to meet said appropriation by transferring \$25,000 from Solid Waste free cash in the hands of the Treasurer and raising the sum of \$1,338,154 through fees and charges.

MOTION SECONDED

MOTION PASSED UNANIMOUSLY AS DECLARED BY THE MODERATOR

ARTICLE 7: EDUCATION REQUIRED

To see if the Town will vote to raise and appropriate a sum of money not to exceed \$23,503,348 for the Town's share of the costs and expenses of the Wachusett Regional School District for the ensuing fiscal year, such sum to include the Town's so-called required Local Minimum Contribution, debt service and transportation.

ARTICLE 7		
FY 20		FY 21
\$22,519,746	EDUCATION REQUIRED	\$23,503,348

Summary: This article funds Holden's state-mandated payment (Minimum Local Contribution) for education expenses of the Wachusett Regional School District, plus Holden's share of the District's transportation and debt costs. Overall this item is up \$983,602 (4.4%) versus the FY20 voted budget.

Recommendation: The Finance Committee recommends approval of Article 7.

MOTION MADE: Paul Challenger, Finance Committee

The Finance Committee recommends and I move that the Town vote to raise and appropriate the sum of \$23,503,348 for the Town's share of the costs and expenses of the Wachusett Regional School District for the ensuing fiscal year, such sum to include the Town's so-called required Local Minimum Contribution, debt service and transportation, such amount to be paid to the Wachusett Regional School District.

MOTION SECONDED

MOTION PASSED UNANIMOUSLY AS DECLARED BY THE MODERATOR

ARTICLE 8: EDUCATION VOLUNTARY

To see if the Town will vote to raise and appropriate such additional sums of money not to exceed \$8,142,799 for the Town's share of the costs and expenses of the Wachusett Regional School District for the ensuing fiscal year to supplement the appropriation made under Article 7 of the warrant for this town meeting.

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ARTICLE 8		
FY 20		FY 21
\$7,306,064	EDUCATION VOLUNTARY	\$8,142,799

Summary: This item, assessed by the Wachusett Regional School District, is Holden’s share of the additional money that the School Committee and District Administration feel is required to supplement the amount in Article 7 to provide a quality education for the students of the District. This is an increase of \$836,735 (11.5%) from FY 2020. This article also approves the WRSD budget recommended by the School Committee. Overall, our assessment from Wachusett in Articles 7 and 8 increased \$1,802,337 (6.1%) from last year.

Recommendation: The Finance Committee recommends approval of Article 8.

MOTION MADE: Paul Challenger, Finance Committee

The Finance Committee recommends and I move that the Town vote to raise and appropriate the sum of \$8,142,799 for the Town’s share of the costs and expenses of the Wachusett Regional School District for the ensuing fiscal year to supplement the appropriation made under Article 7 of the warrant for this Town Meeting, it being understood that by appropriating \$8,142,799 under this Article 8 and \$23,503,348 under Article 7 of the warrant for this Town Meeting, for a total appropriation by the Town to the Wachusett Regional School District of \$31,646,147, the Town thereby approves a budget of \$102,115,384 for Fiscal Year 2021 for the Wachusett Regional School District.

MOTION SECONDED

MOTION PASSED UNANIMOUSLY AS DECLARED BY THE MODERATOR

ARTICLE 9: DPW DEPRECIATION FUND

To see if the Town will vote to raise and appropriate, or transfer from available funds, a sum of money to be added to the Public Works Depreciation Fund, created by Chapter 328 of the Acts of 2000, and to transfer from the Public Works Depreciation Fund a sum of money to fund various public works projects and purchase public works vehicles and equipment, or act or do anything relative thereto.

ARTICLE 9		
FY 20		FY 21
\$100,000	TRANSFER INTO DPW DEPRECIATION FUND	\$100,000
\$0	TRANSFER FROM DPW DEPRECIATION FUND	\$0

Summary: The Public Works Depreciation Fund was established to provide an account in which to save money to fund large equipment purchases for the DPW. It was intended to normalize fluctuations in the DPW budget from year-to-year. This vote is to transfer \$100,000 into the account.

Recommendation: The Finance Committee recommends approval of Article 9.

MOTION MADE: Donald Graves, Finance Committee

The Finance Committee recommends and I move that the Town vote to transfer and appropriate from available funds in the hands of the Treasurer the sum of \$100,000 for deposit into the Department of Public Works Depreciation Fund, created by Chapter 328 of the Acts of 2000.

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MOTION SECONDED

MOTION PASSED BY MAJORITY VOTE AS DECLARED BY THE MODERATOR

ARTICLE 10 – CHAPTER 90 STATE HIGHWAY AID

To see if the Town will vote to accept and expend all monies to be received from the Commonwealth of Massachusetts under Chapter 90 of the General Laws for highway purposes, or any other legislation adopted by the General Court relating to public works, or act or do anything relative thereto.

ARTICLE 10		
FY 20		FY 21
N/A	CHAPTER 90 STATE HIGHWAY AID	N/A

Summary: This article is a legal formality in that it allows the Town to accept and spend State assistance received under the provisions of MGL Chapter 90. Chapter 90 is a reimbursement program. Once the Town expends money, it can file for reimbursement from the state under this program. The funds are explicitly reserved for highway related projects and expenses. In FY 2021, the Town is eligible for an estimated \$615,739 in Chapter 90 reimbursements. Planned expenses include various major road reconstruction and paving projects, as well as sidewalk work.

Recommendation: The Finance Committee recommends approval of Article 10.

MOTION MADE: John R. Lambert, Finance Committee

The Finance Committee recommends and I move that the Town vote to accept and authorize the expenditure of all monies to be received from the Commonwealth of Massachusetts under Chapter 90 of the General Laws for highway purposes, or any other legislation as may be adopted by the General Court relating to public works.

MOTION SECONDED

MOTION PASSED UNANIMOUSLY AS DECLARED BY THE MODERATOR

ARTICLE 11 – TRANSFER INTO FIRE VEHICLE STABILIZATION FUND

To see if the Town will vote to raise and appropriate, or transfer from available funds, a sum of money to be added to the Fire Department Vehicle, Apparatus and Capital Equipment Stabilization Fund established pursuant to MGL Chapter 40 §5B for the purpose of funding the acquisition, repair, replacement, extension, reconstruction, enlarging, and/or additions to the capital equipment, vehicles, and apparatus of the Fire Department, and to transfer from the Fire Department Vehicle, Apparatus and Capital Equipment Stabilization Fund a sum of money to fund the acquisition of Fire Department vehicles and equipment, or act or do anything relative thereto.

ARTICLE 11		
FY 20		FY 21
\$100,000	TRANSFER INTO FIRE VEHICLE STABILIZATION FUND	\$100,000

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Summary: This Fund was created in FY 2008 as a means of saving for major capital expenditures of the Fire Department. The Finance Committee recommends placing a total of \$100,000 into the Fund from the Town's free cash. All expenditures from this fund are voted (by 2/3 majority) at Town Meeting.

Recommendation: The Finance Committee recommends approval of Article 11.

MOTION MADE: Stephanie Adams, Finance Committee

The Finance Committee recommends and I move that the Town vote to transfer and appropriate from available funds in the hands of the Treasurer the sum of \$100,000 for deposit into the Fire Department Vehicle, Apparatus and Capital Equipment Stabilization Fund, established pursuant to General Laws Chapter 40, Section 5B.

MOTION SECONDED

MOTION PASSED UNANIMOUSLY AS DECLARED BY THE MODERATOR

ARTICLE 12 - FISCAL YEAR 2020 STORMWATER ENTERPRISE FUND

To see if the Town will vote to appropriate a sum of money received by the Town pursuant to employee contribution programs for Other Post-Employment Benefits established by the Town Manager, for deposit into the Town's Other Post-Employment Benefits (OPEB) Liability Trust Fund, or act in any other way thereon.

ARTICLE 12		
FY 20		FY 21
\$2,842	TRANSFER INTO OPEB LIABILITY TRUST FUND	\$12,528

Recommendation: The Finance Committee recommends approval of Article 12.

MOTION MADE: John R. Lambert, Finance Committee

The Finance Committee recommends and I move that the Town vote to appropriate the sum of \$12,528 received by the Town pursuant to employee contribution programs for Other Post-Employment Benefits established by the Town Manager, for deposit into the Town's Other Post-Employment Benefits (OPEB) Liability Trust Fund, or act in any other way thereon.

MOTION SECONDED

MOTION PASSED BY MAJORITY VOTE AS DECLARED BY THE MODERATOR

ARTICLE 13 – TRANSFER INTO STABILIZATION FUND

To see if the Town will vote to raise and appropriate, or transfer from available funds, a sum of money to be added to the General Stabilization Fund, or act or do anything relative thereto.

ARTICLE 13		
FY 20		FY 21
\$300,000	TRANSFER INTO STABILIZATION FUND	\$200,000

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Summary: The FY 2021 budget allocates significant funds to the Town’s General Stabilization Fund. This fund was established by state law. Essentially a ‘Rainy Day’ savings account, this fund collects monies that can be used by voters to pay for a wide variety of operations and purchases. It is therefore different than other stabilization funds, which can only be used for very specific purposes. This year the Finance Committee is recommending a \$200,000 contribution to the Stabilization Fund which will yield a total fund balance of approximately \$4,630,167. It is important to note that healthy savings accounts help the Town’s credit rating, which, in turn, drives down the Town’s cost of borrowing funds. The Finance Committee believes it is fiscally prudent to make this contribution and to continue funding this account, as possible, year after year.

Recommendation: The Finance Committee recommends approval of Article 13.

MOTION MADE: Joseph Dolak, Finance Committee

The Finance Committee recommends and I move that the Town vote to transfer and appropriate from available funds in the hands of the Treasurer the sum of \$200,000 for deposit into the General Stabilization Fund, established pursuant to General Laws Chapter 40, Section 5B.

MOTION SECONDED

MOTION PASSED UNANIMOUSLY AS DECLARED BY THE MODERATOR

ARTICLE 14 – TRANSFER INTO OPEB – GENERAL

To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money to the Other Post-Employment Benefits Trust Fund, and to transfer a sum of money from the Water-Sewer Enterprise Fund to the Other Post-Employment Benefits Trust Fund, or act or do anything relative thereto.

ARTICLE 14		
FY 20		FY 21
\$458,449	TRANSFER INTO OPEB - GENERAL	\$449,011
\$45,000	TRANSFER FROM WATER-SEWER ENTERPRISE TO OPEB	\$45,000

Summary: This article represents this year’s payment toward a fund to provide for future Other Post-Employment benefits for retired personnel of the Town. The Town maintains a continuing obligation for payment of certain retirement and health insurance benefits of former employees, and it is prudent to maintain such a fund, rather than rely totally on “pay-as-you-go” funding for these obligations in the future. This article also transfers the Water-Sewer Enterprise Fund’s annual OPEB obligation into the Fund.

Recommendation: The Finance Committee recommends approval of Article 14.

MOTION MADE: John R. Lambert, Finance Committee

The Finance Committee recommends and I move that the Town appropriate the sum of \$494,011 for deposit into the Town’s Other Post-Employment Benefits Liability Trust Fund, established under Article 30 of the May 18, 2009 Annual Town Meeting pursuant to the provisions of Chapter 32B, Section 20 of the General Laws, and to raise said sum by transferring \$449,011 from available funds in the hands of the Treasurer, and by transferring \$45,000 from the Water/Sewer Enterprise Fund Free Cash in the hands of the Treasurer.

MOTION SECONDED

MOTION PASSED BY MAJORITY VOTE AS DECLARED BY THE MODERATOR

REPORT OF THE TOWN CLERK

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ARTICLE 15 – CAPITAL BUDGET APPROPRIATION

To see if the Town will vote to raise and appropriate, transfer from available funds, or authorize the borrowing of a sum of money to defray the expense of purchasing and/or leasing capital equipment, vehicles, buildings, infrastructure, or other projects of the Town and/or to fund future Town debt related to these projects, or act or do anything relative thereto.

ARTICLE 15		
FY 20		FY 21
\$3,541,000	CAPITAL BUDGET APPROPRIATION	\$3,527,208

Summary: This Fund is set up to fund capital purchases for all Town departments in one budget. Historically, each department funded capital purchases within its own budget. While this system effectively controlled capital spending within each department, it also limited the transparency as to how much the Town was spending annually on capital purchases across all departments. In addition, it made projecting capital purchases very challenging for the Finance Committee and Town Manager. This year's appropriation requests the expenditure of \$1,127,208 in cash for general government capital and \$2,400,000 in borrowings for the Water and Sewer Enterprise Fund.

Recommendation: The Finance Committee recommends approval of Article 15.

MOTION MADE: Christopher Lucchesi, Finance Committee

The Finance Committee recommends and I move that the Town appropriate the sum of \$3,837,208 for the purpose of acquiring capital items substantially as shown on page 23 of the "TOWN MEETING HANDBOOK FY 2020 CAPITAL BUDGET," and to raise said sum by transferring \$1,127,208 from available funds in the hands of the Treasurer, transfer \$310,000 from Fire stabilization and by borrowing the sum of \$2,400,000 under G.L. Chapter 44, Section 7 or Section 8, or any other enabling authority, which borrowing relates to the Water-Sewer Enterprise Fund for Water Main Replacement and/or lining, Inflow and Infiltration, and SCADA Planning, Design and Implementation and to that end that the Treasurer, with the approval of the Selectmen, be authorized to issue bonds and notes therefore totaling \$2,400,000 and in accordance with Chapter 44 Section 20 of the General Laws, the premium received by the Town upon the sale of any Bonds or notes thereunder, less any such premium applied to the payment of the costs of issuances of such bonds or notes, may be applied to pay project costs, and the amount authorized to be borrowed for each project be reduced by the amount of any such premium so applied.

MOTION SECONDED

2/3RDS VOTE IS REQUIRED FOR PASSAGE

MOTION PASSED BY 2/3RDS VOTE AS DECLARED BY THE MODERATOR

ARTICLE 16 – RECREATION REVOLVING FUND ANNUAL LIMIT

To see if the Town will vote to set the fiscal year 2020 spending limit for the Recreation Revolving Fund established in Article II, Section 5 of the Town of Holden's general by-laws, and Chapter 408 of the Acts of 1996 or act or do anything relative thereto.

ARTICLE 16		
FY 20		FY 21
\$447,008	RECREATION REVOLVING FUND ANNUAL LIMIT	\$999,779

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Summary: The Recreation Department operates the town pool, conducts summer recreation programs and year-round recreation programs for residents. Income for the budget is generated from user fees which are used to pay expenses, including expenses for support provided by other town departments. The budget increase of \$552,771 is due mainly to capital improvements at the pool, court repairs and field maintenance. The FY 2021 recommended budget is \$999,779.

Recommendation: The Finance Committee recommends approval of Article 16.

MOTION MADE: Marilyn L. Foley, Finance Committee

The Finance Committee recommends and I move that the Town set the Fiscal Year 2021 spending limit for the Recreation Revolving fund at \$999,779.

MOTION SECONDED

MOTION PASSED UNANIMOUSLY AS DECLARED BY THE MODERATOR

ARTICLE 17 – PEG ACCESS AND CABLE RELATED FUND

To see if the Town will vote to set the fiscal year 2020 appropriation for the PEG Access and Cable Related Fund established in accordance with General Laws, Chapter 44, Section 53F-3/4, or act or anything relative thereto.

ARTICLE 17		
FY 20		FY 21
\$396,492	PEG ACCESS AND CABLE RELATED FUND	\$349,804

Summary: Holden Community Television provides the programming seen on Charter Cable Channels 191, 192, 194. These operations are budgeted in the PEG Access and Cable Related Fund. The funds in this budget are from an annual grant from Charter Communications. The FY 2020 budget is \$349,804.

Recommendation: The Finance Committee recommends approval of Article 17.

MOTION MADE: Stephanie Adams, Finance Committee

The Finance Committee recommend and I move that the Town set the Fiscal Year 2021 appropriation for the PEG Access and Cable Related Fund established in accordance with General Laws, Chapter 44, Section 53F-3/4 at \$349,804.

MOTION SECONDED

MOTION PASSED UNANIMOUSLY AS DECLARED BY THE MODERATOR

ARTICLE 18 – CONTINUE INSPECTION REVOLVING FUND

To see if the Town will vote to set the fiscal year 2020 spending limit for the Inspection Revolving Fund established in Article II, Section 5 of the Town of Holden’s general by-laws, or act or anything relative thereto.

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ARTICLE 18		
FY 20		FY 21
\$232,596	CONTINUE INSPECTION REVOLVING FUND	\$244,795

Summary: The Inspection Revolving Fund was established as part of an incentive to put more town services on a pay-as-you-go basis. Building, electrical, plumbing and other permit fees are the source of revenue for this fund. All inspection and support activities are paid from this fund. The FY 2020 budget is \$244,795.

Recommendation: The Finance Committee recommends approval of Article 18.

MOTION MADE: Marilynn L. Foley, Finance Committee

The Finance Committee recommends and I move that the Town set the Fiscal Year 2021 spending limit for the Inspection Revolving Fund at \$244,795.

MOTION SECONDED

MOTION PASSED UNANIMOUSLY AS DECLARED BY THE MODERATOR

ARTICLE 19 – TRANSFER INTO OPEN SPACE STABILIZATION FUND

To see if the town will vote to raise and appropriate, or transfer from available funds, a sum of money to be added to the Open Space Preservation Stabilization fund, established pursuant to General laws Chapter 40, Section 5B, for the purpose of funding the costs to acquire real property within the Town of Holden, such property to be held and maintained as open space for the use of the citizens of Holden, or act or do anything relative thereto.

ARTICLE 19		
FY 20		FY 21
\$50,000	TRANSFER INTO OPEN SPACE STABILIZATION FUND	\$50,000

Summary:

The FY 2020 budget allocates funds to the Open Space Stabilization Fund. This fund is a type of savings account that was established under state law and collects monies that can be appropriated by voters to acquire real property within the town to be held and maintained as open space. This year the Finance Committee is recommending a \$50,000 contribution to the Stabilization Fund which will yield a total fund balance of approximately \$315,069.

Recommendation: The Finance Committee recommends approval of Article 19.

MOTION MADE: Christopher Lucchesi, Finance Committee

The Finance Committee recommends and I move that the Town vote to appropriate the sum \$149,834 for deposit into the Open Space Preservation Stabilization Fund, established pursuant to General Laws Chapter 40, Section 5B, and to meet this appropriation by transferring \$99,834 from unspent funds previously appropriated under Article 24 at the 2016 Annual Town Meeting for the purchase of the property known as the Holbrook Extension and by transferring \$50,000 from available funds in the hands of the Treasurer.

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MOTION SECONDED

MOTION PASSED UNANIMOUSLY AS DECLARED BY THE MODERATOR

ARTICLE 20 – CONSERVATION LAND PURCHASE

To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money for the purpose of the Conservation Commission acquiring by purchase, for open space and land conservation purposes, the fee interest or any lesser interest, such as a conservation restriction, easement or other contractual rights, or any combination thereof, in two parcels of vacant land or portions thereof, both parcels located off of Salisbury Street in Holden, and described as follows:

- a) A parcel containing approximately 56.84 acres of land, owned now or formerly by the Heininger Realty Trust, as shown on a plan prepared by Places Site Consultants, Inc., dated July, 2007 and shown on the Town Assessor's Map 221 as Parcel No. 1; and
- b) A parcel containing approximately 60.21 acres of land, owned now or formerly by Frank W. and Anne L. Puffer, as shown on plan prepared by Places Site Consultants, Inc., dated July, 2007 and shown on the Town Assessor's Map 221 as Parcel No. 221-12-1.

The interests acquired in the two properties shall be managed and controlled by the Conservation Commission; the plans referenced herein are available for public inspection at the office of the Town Clerk and on the Town's Website, or act or do anything relative thereto.

MOTION MADE: Christopher Lucchesi, Finance Committee

The Finance Committee recommends and I move that the Town vote to transfer and appropriate \$250,000 from the Open Space Preservation Stabilization Fund for the purpose of the Conservation Commission acquiring by purchase, for open space and land conservation purposes, the fee interest or any lesser interest, such as a conservation restriction, easement or other contractual rights, or any combination thereof, in two parcels of vacant land or portions thereof, both parcels located off of Salisbury Street in Holden, and described as follows:

- a) A parcel containing approximately 56.84 acres of land, owned now or formerly by the Heininger Realty Trust, as shown on a plan prepared by Places Site Consultants, Inc., dated July, 2007 and shown on the Town Assessor's Map 221 as Parcel No. 1; and
- b) A parcel containing approximately 60.21 acres of land, owned now or formerly by Frank W. and Anne L. Puffer, as shown on plan prepared by Places Site Consultants, Inc., dated July, 2007 and shown on the Town Assessor's Map 221 as Parcel No. 221-12-1.

The interests acquired in the two properties shall be managed and controlled by the Conservation Commission.

MOTION SECONDED

2/3RDS VOTE IS REQUIRED FOR PASSAGE

MOTION PASSED BY 2/3RDS VOTE AS DECLARED BY THE MODERATOR

ARTICLE 21 – PUBLIC WORKS DEPRECIATION FUND

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To see if the Town will vote to transfer and appropriate into the Public Works Depreciation Fund, established by Chapter 328 of the Acts of 2000, certain unexpended funds originally appropriated from said Public Works Depreciation Fund for projects now completed or no longer necessary, or act or do anything relative thereto.

MOTION MADE: Joseph Dolak, Finance Committee

The Finance Committee recommends and I move that the Town vote to transfer and appropriate from the following unexpended warrant articles the sum of \$51,052.52 and appropriate into the Public Works Depreciation Fund, established pursuant to Chapter 328 of the Acts of 2000:

May 2005 ATM, Article 10	Capital Purchases	\$18,138.10
May 2009 ATM, Article 9	Capital Purchases	\$7,909.90
May 2010 ATM, Article 9	Capital Purchases	\$5,601.80
May 2015 ATM, Article 9	Capital Purchase & to pay debt service	\$11,812.20
May 2016 ATM, Article 9	Truck with Plow	\$7,590.52
		<u>\$51,052.52</u>

MOTION SECONDED

MOTION PASSED UNANIMOUSLY AS DECLARED BY THE MODERATOR

ARTICLE 22 – GENERAL OBLIGATION MUNICIPAL PURPOSE LOAN

To see if the Town will vote to appropriate \$59,024 from the premium paid to the Town upon the sale of its \$5,860,000 General Obligation Municipal Purpose Loan of 2017 Bonds, for the Mountview Middle School Building Project, which are the subject of a Proposition 2 ½ debt exclusion, to pay final costs of the Mountview Middle School Building Project, and to reduce the amount authorized to be borrowed for such project, but not yet issued by the Town, by the same amount, as permitted by M.G.L. c. 44, §20, or act or do anything relative thereto.

MOTION MADE: Paul Challenger, Finance Committee

The Finance Committee recommends and I move that the Town appropriate \$59,024 from the premium paid to the Town upon the sale of its \$5,860,000 General Obligation Municipal Purpose Loan of 2017 Bonds, for the Mountview Middle School Building Project, which are the subject of a Proposition 2 ½ debt exclusion, to pay final costs of the Mount View Middle School Building project, and to reduce the amount authorized to be borrowed for such project, but not yet issued by the Town, by the same amount, as permitted by M.G.L. c. 44, §20.

MOTION SECONDED

MOTION PASSED UNANIMOUSLY AS DECLARED BY THE MODERATOR

ARTICLE 23 – RESCIND BOND AUTHORIZATION - MT. VIEW FEASIBILITY

To see if the Town will vote to rescind the unissued balance of a borrowing authorization for the Mountview Feasibility study from the November 8, 2010 Special Town Meeting, which is no longer needed to accomplish the purposes for which it was approved, or take any other action relative thereto.

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MOTION MADE: Paul Challenger, Finance Committee

The Finance Committee recommends and I move that the Town vote to rescind the unissued balance of the following borrowing authorization, which is no longer needed to accomplish the purposes for which it was approved, be and hereby are rescinded and of no further force or effect:

Amount to be Rescinded	Date of Approval/Warrant Art	Purpose
\$26,118	11/8/10 Art #3	Mt View Feasibility Study

MOTION SECONDED

MOTION PASSED UNANIMOUSLY AS DECLARED BY THE MODERATOR

ARTICLE 24 – RESCIND MOUNTVIEW DEBT

To see if the Town will vote to rescind the unissued balance of a borrowing authorization for the Mountview School Building Construction Project from the May 28, 2013 Annual Town Meeting, which is no longer needed to accomplish the purposes for which it was approved, or take any other action relative thereto.

MOTION MADE: Paul Challenger, Finance Committee

The Finance Committee recommend and I move that the Town vote to rescind the unissued balance of the following borrowing authorization, which is no longer needed to accomplish the purposes for which it was approved, be and hereby are rescinded and of no further force or effect:

Amount to be Rescinded	Date of Approval/Warrant Art	Purpose
\$10,043,996.20	11/8/10 Art #3	Mt View School Building

MOTION SECONDED

MOTION PASSED UNANIMOUSLY AS DECLARED BY THE MODERATOR

ARTICLE 25 – SCHOOL CAPITAL PROJECTS

To see if the Town will vote to appropriate, borrow or transfer from available funds, an amount of money to be expended under the direction of the Town Manager to design, engineer, and construct improvements to the following school buildings:

- a. Davis Hill Elementary School - repairs to roof and gutters;
- b. Davis Hill Elementary School – concrete envelope replacement;
- c. Davis Hill Elementary School - upgrades to the Heating, Ventilation and Air Conditioning (HVAC) systems;
- d. Dawson Elementary School – upgrades to and replacement of the Heating, Ventilation and Air Conditioning systems;
- e. Mayo Elementary School – replacement of the Heating, Ventilation and Air Conditioning systems; and all other costs incidental and related thereto, or act or do anything relative thereto.

MOTION MADE: David White, Finance Committee

The Finance Committee recommends and I move that the Town vote to appropriate the amount of \$904,000 to design, engineer, and construct improvements to the following school buildings:

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- A. Davis Hill Elementary School - repairs to roof and gutters;
- B. Davis Hill Elementary School – concrete envelope replacement;
- C. Davis Hill Elementary School - upgrades to the Heating, Ventilation, and Air Conditioning (HVAC) systems;
- D. Dawson Elementary School – upgrades to and replacement of the Heating, Ventilation and Air Conditioning systems;
- E. Mayo Elementary School – replacement of the Heating, Ventilation and Air Conditioning systems; and all other costs incidental or related thereto, said amount to be expended under the direction of the Town Manager, and to meet this appropriation the Town:

- (i) transfer \$55,858 from unexpended funds appropriated for the following completed projects:

\$23,680 from the Dawson Elementary School Heating System Improvement Project, as appropriated under Article 15 at the 2015 Annual Town Meeting;

\$29,000 from the Mayo Elementary School HVAC Project, as appropriated under Article 14 at the 2014 Annual Town Meeting; and

\$3,178 from the School Wireless Improvements Project, as appropriated under Article 15 at the 2016 Annual Town Meeting; and

- (ii) by borrowing the balance of \$848,142; for which the Treasurer, with the approval of the Board of Selectmen, is authorized to issue any bonds or notes that may be necessary for that purpose, as authorized by General Laws Chapter 44, § 7(1), or any other general or special law, for a period not to exceed 10 years. Any premium received by the Town from the sale of any bonds or notes authorized by this vote, less the costs of issuance of the bonds or notes paid from the premium, and any accrued interest may be applied to pay project costs in accordance with General Laws Chapter 44, Section 20 and the amount authorized to be borrowed to pay those costs shall be reduced by the same amount applied.

MOTION SECONDED

2/3RDS VOTE IS REQUIRED FOR PASSAGE

MOTION PASSED BY 2/3RDS VOTE AS DECLARED BY THE MODERATOR

ARTICLE 26 – USE OF TOWN HALL

To see if the Town will vote to permit the use of the Town Hall for the next year at less than the fair rental value by: John E. Harkins Post #42 American Legion, Boy and Girl Scout Troops of Holden, the Veterans of Foreign Wars, Women's Auxiliary of the John E. Harkins Post #42, Women's Auxiliary of the Veterans of Foreign Wars, the Holden Baseball Program, Inc., League of Women Voters, 4-H Club, Rainbow Girls, the Grange, the White Oak Land Conservation Society, Inc., Holden Citizens for Responsible Energy, Holden Republican Town Committee, Holden Democratic Town Committee, Friends of Eagle Lake, Holden Associated Taxpayers and Holden for Children, or act or do anything relative thereto.

MOTION MADE: Tyler Gibbs, Board of Selectmen

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The Board of Selectmen recommends and I move that the Town vote to permit the use of the Town Hall for the next year at less than the fair rental value to: John E. Harkins Post #42 American Legion, Boy and Girl Scout Troops of Holden, the Veterans of Foreign Wars, Women's Auxiliary of the John E. Harkins Post #42, Women's Auxiliary of the Veterans of Foreign Wars, the Holden Baseball Program, Inc., League of Women Voters, 4-H Club, Rainbow Girls, the Grange, the White Oak Land Conservation Society, Inc., Holden Citizens for Responsible Energy, Holden Republican Town Committee, Holden Democratic Town Committee, Holden Associated Taxpayers and Holden for Children.

MOTION MADE BY DANIEL MARINONE, 37 VILLAGE WAY TO INCLUDE THE "FRIENDS OF EAGLE LAKE".

MOTION SECONDED

TYLER GIBBS WITHDRAWS MOTION AND READS MOTION TO INCLUDE THE "FRIENDS OF EAGLE LAKE"

AMENDED MOTION SECONDED

AMENDED MOTION PASSED UNANIMOUSLY AS DECLARED BY THE MODERATOR

ARTICLE 27 – LIGHT DEPARTMENT TAXES

To see if the Town will vote to authorize the sum of \$153,108 of the excess of the income of the Municipal Light Department for the calendar years 2020 and 2021 over and above the total expense of the plant as defined in the General Laws, as an item of income to be used by the Assessors in establishing the tax rate for the fiscal year commencing July 1, 2020, or act or do anything relative thereto.

MOTION MADE: Tyler Gibbs, Board of Selectmen

The Board of Selectmen recommends and I move that the Town vote to authorize the sum of \$153,108 of the excess of the income of the Municipal Light Department for the calendar years 2020 and 2021 over and above the total expense of the plant as defined in the General Laws, as income to be used by the Assessors in establishing the tax rate for the fiscal year commencing July 1, 2020.

MOTION SECONDED

MOTION PASSED UNANIMOUSLY AS DECLARED BY THE MODERATOR

ARTICLE 28 – LIGHT DEPARTMENT BUDGET

To see if the Town will vote to raise and appropriate a sum of money for the operation and maintenance of the Municipal Light Department and its Depreciation, Construction and Rate Stabilization Funds, or act or do anything relative thereto.

MOTION MADE: Geraldine Herlihy, Board of Selectmen

The Board of Selectmen recommends and I move that the Town vote that the income from the sale of electricity to private consumers, of electricity supplied to municipal buildings, and for municipal power, and of sales of appliances and from jobbing during the calendar year commencing January 1, 2020, be appropriated for the Municipal Light Department, the whole to be expended for the expense of the department for said calendar year, and that if the income exceeds the expense of the department for said calendar year, such part thereof as the Town may vote shall be retained by the Town Treasurer in accordance with applicable law and any further excess shall be transferred to the Depreciation Fund, the

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Construction Fund, and the Rate Stabilization Fund of said Municipal Light Plant as may be hereafter authorized by the Board of Light Commissioners as outlined in General Laws, Chapter 164, Section 57.

MOTION SECONDED

MOTION PASSED UNANIMOUSLY AS DECLARED BY THE MODERATOR

ARTICLE 29 – STREET ACCEPTANCES

To see what action the Town will take relative to accepting streets and authorizing the acquisition of related interests in real estate, according to plans filed with the Town Clerk after approval by the Selectmen and referrals to the Planning Board for a report, or act or do anything relative thereto.

MOTION MADE: Geraldine Herlihy, Board of Selectmen

The Board of Selectmen recommends and I move that the Town vote to accept as a public way, Liberty Circle, from Station 0+00.34 to Station 12+83.32 for a distance of approximately 1,282.98 feet along the centerline; and

Patriot Way, from Station 0+25 to Station 5+00 for a distance of approximately 475 feet along the centerline; and

Freedom Lane, from Station 0+00.42 to Station 12+00 for a distance of approximately 1,199.58 feet along the centerline;

all roadways being shown on a plan of land entitled, "Street Acceptances Plan Wachusett Valley Estates" prepared by Meisner Berm Corporation, prepared for Greenstone Reality, LLC, dated January 15, 2020, and on file in the Office of the Town Clerk, said streets having been laid out by the Selectmen and approved by the Planning Board, and to authorize the Board of Selectmen to acquire by gift, purchase or taking by eminent domain easements for public street purposes in said ways and any other interests in real property necessary to complete the acceptance of Liberty Circle, Patriot Way and Freedom Lane as public ways.

MOTION SECONDED

PAMELA HARDING, PLANNING AND DEVELOPMENT DIRECTOR, SPOKE ON BEHALF OF THE PLANNING BOARD RECOMMENDING THE PASSAGE OF THIS ARTICLE

MOTION PASSED UNANIMOUSLY AS DECLARED BY THE MODERATOR

ARTICLE 30 – NUISANCE BYLAW

To see if the Town will vote to revise the general bylaws by adopting a new Article XXVII, to be entitled "Nuisance Property Bylaw", which will provide definitions of terms and phrases such as blight, dilapidated, hazard, interested parties, nuisance, occupant, owner, responsible party, and structure, establish property maintenance standards, vest enforcement authority of the Nuisance Property Bylaw with the Town's Building Commissioner, and establish a schedule of fines for violations, all as shown on a document entitled "Nuisance Property By-Law, Town of Holden By-Laws, Article XXVII", available online on the Town's website and on file and available for public inspection at the office of the Town Clerk, or act or do anything relative thereto.

MOTION MADE: Chiara Barnes, Board of Selectmen

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The Board of Selectmen recommends and I move that the Town vote to revise the general bylaws by adopting a new Article XXVII, to be entitled "Nuisance Property Bylaw"

MOTION SECONDED

MOTION PASSED UNANIMOUSLY AS DECLARED BY THE MODERATOR

ARTICLE 31 – STORMWATER MANAGEMENT AND EROSION CONTROL BYLAW

To see if the Town will vote to amend the general bylaws by revising Article XXIV, entitled "Stormwater Management and Erosion Control Bylaw", to read as "Stormwater Management Bylaw" and as shown on a document entitled "Proposed Revisions to Article XXIV and Article XXV", available online on the Town's website and on file and available for public inspection at the office of the Town Clerk, or act or do anything relative thereto.

MOTION MADE: Anthony Renzoni, Board of Selectmen

The Board of Selectmen recommends and I move that the Town vote to amend the general bylaws by revising Article XXIV, entitled "Stormwater Management and Erosion Control Bylaw", to read as "Stormwater Management Bylaw" and as shown on a document entitled "Proposed Revisions to Article XXIV and Article XXV"

MOTION SECONDED

MOTION PASSED UNANIMOUSLY AS DECLARED BY THE MODERATOR

ARTICLE 32 – ILLICIT DISCHARGE CONTROL BYLAW

To see if the Town will vote to amend the general bylaws by deleting the entire text of Article XXV, entitled "Illicit Discharge Control", and further that the Town Clerk is authorized to make non-substantive changes to the numbering of the Articles in the general bylaws to reflect the deletion of the current Article XXV, or act or do anything relative thereto.

MOTION MADE: Anthony Renzoni, Board of Selectmen

The Board of Selectmen recommends and I move that the Town vote to amend the general bylaws by deleting the entire text of Article XXV, entitled "Illicit Discharge Control", and further that the Town Clerk be authorized to make non-substantive changes to the numbering of the Articles in the general bylaws to reflect the deletion of the current Article XXV.

MOTION SECONDED

MOTION PASSED UNANIMOUSLY AS DECLARED BY THE MODERATOR

ARTICLE 33 – ADOPTION OF MGL CH. 148, SECTION 26(H) – SPRINKLER IN BOARDING/LODGING HOUSES

To see if the Town will vote to accept the provisions of Section 26H of Chapter 148 of the General Laws to require adequate systems of automatic sprinklers in every lodging house and boarding house in accordance with the terms therein, or act or do anything relative thereto.

MOTION MADE: Robert Lavigne, Board of Selectmen

The Board of Selectmen recommends and I move that the Town vote to accept the provisions of Section 26H of Chapter 148 of the General Laws.

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MOTION SECONDED

MOTION PASSED UNANIMOUSLY AS DECLARED BY THE MODERATOR

ARTICLE 34 – AUTHORIZATION FOR TOWN MANAGER AND BOS TO PURCHASE OR TAKE EAGLE LAKE

To see if the Town will vote to authorize the Board of Selectmen to acquire by purchase, gift, or taking by eminent domain all rights and interests in the real and personal property known as the Eagle Lake Dam, located on a portion of the property at 1665 Main Street, Holden, Massachusetts and on land adjacent thereto, upon such terms and conditions as the Board of Selectmen deem to be in the best interest of the Town, and to appropriate a sum of money for such purposes, or act in any other way thereon.

MOTION MADE: Robert Lavigne, Board of Selectmen

The Board of Selectmen recommends and I move that the Town vote to authorize the Board of Selectmen to acquire by purchase, gift, or taking by eminent domain all rights and interests in the real and personal property known as the Eagle Lake Dam.

MOTION SECONDED

David White, Finance Committee, reported the Finance Committee voted 8 to 1 not to support this article.

MOVE THE QUESTION AT 9:30PM BY SELECTMAN RENZONI

MOTION SECONDED

MOTION PASSES AS DECLARED BY THE MODERATOR

MOTION PASSED BY MAJORITY VOTE AS DECLARED BY THE MODERATOR

ARTICLE 35 – CITIZEN’S PETITION – EAGLE LAKE

“To see if the Town will vote to authorize the Selectmen to obtain, through purchase, sale, or taking, all interest in the real or personal property known as Eagle Lake Dam upon terms and conditions which they may approve, and appropriate funds for these purposes, or take any other action relative thereto.”

MOTION MADE: Gerald Kersus, 201 Kendall Road

I move to withdraw the citizen’s petition request.

MOTION MADE

To adjourn the Annual Town Meeting.

MOTION PASSED UNANIMOUSLY AS DECLARED BY THE MODERATOR

TOWN MEETING CONCLUDED AT 9:35PM

REPORT OF THE TOWN CLERK RECOMMENDATIONS CONCERNING FY22 BUDGET

FY202 Voted Budget		FY2022 Recommended Budget
ARTICLE 6 - GENERAL GOVERNMENT		
1,808,954	Salary & Wages	1,900,246
4,980,778	Expense	5,274,212
6,789,732	Total General Government	7,174,458

Moderator		
100	Salary & Wages	100
65	Expense	65
165		165

Finance Committee		
0	Salary & Wages	0
1,786	Expense	1,786
150,000	Reserve Fund	150,000
151,786		151,786

Selectmen		
7,250	Salary & Wages	7,250
28,000	Expense	33,000
35,250		40,250

Town Manager & Personnel		
472,331	Salary & Wages	488,937
125,475	Expense	21,250
597,806		510,187

Information Technology		
265,018	Salary & Wages	267,669
155,527	Expense	150,647
420,545		418,316

Accounting		
209,867	Salary & Wages	208,936
33,400	Expense	33,200
243,267		242,136

Treasury		
239,878	Salary & Wages	232,561
71,400	Expense	63,650
311,278		296,211

Assessors		
185,727	Salary & Expense	189,137
42,300	Wages	97,050
228,027		286,187

REPORT OF THE TOWN CLERK

RECOMMENDATIONS CONCERNING FY22 BUDGET

FY2021 Voted Budget		FY2022 Recommended Budget
Legal		
180,000	Expense	190,000
<u>180,000</u>		<u>190,000</u>
Town Clerk		
216,414	Salary & Wages	216,672
44,018	Expense	40,852
<u>260,432</u>		<u>257,524</u>
Planning & Development		
208,369	Salary & Wages	282,984
171,050	Expense	76,000
<u>379,419</u>		<u>358,984</u>
Sealer		
4,000	Salary & Wages	6,000
1,700	Expense	0
<u>5,700</u>		<u>6,000</u>
Insurance		
2,191,057	Expense	2,374,507
<u>2,191,057</u>		<u>2,374,507</u>
Retirement		
1,785,000	Expense	2,042,205
<u>1,785,000</u>		<u>2,042,205</u>
ARTICLE 7 - HUMAN SERVICES		
957,356	Salary & Wages	967,470
360,676	Expense	351,340
<u>1,318,032</u>	Total Human Services	<u>1,318,810</u>
Library		
672,344	Salary & Wages	678,970
255,926	Expense	251,590
<u>928,270</u>		<u>930,560</u>
Senior Citizens		
264,651	Salary & Wages	267,940
30,650	Expense	30,650
<u>295,301</u>		<u>298,590</u>
Veterans		
20,361	Salary & Wages	20,560
600	Expense	600
<u>70,000</u>	Aid & Assistance	<u>65,000</u>
		86,160

REPORT OF THE TOWN CLERK RECOMMENDATIONS CONCERNING FY22 BUDGET

FY2021 Voted Budget		FY2022 Recommended Budget
	Historical Comm	
3,500	Expense	3,500
<u>3,500</u>		<u>3,500</u>

	ARTICLE 8 - DEBT	
2,818,500	Exempt Debt	3,126,023
192,377	Non-exempt Debt	153,977
3,010,877	Total Debt Service	3,280,000

	ARTICLE 9 - OPEB FUND CONTRIBUTIONS	
449,011	Contributions from General Fund	478,967
45,000	Contributions from Water/Sewer	45,000
12,528	Contributions from Employees	15,039
506,539	Total OPEB Fund Contributions	539,006

	ARTICLE 10 - GENERAL, OPEN SPACE AND FIRE VEHICLE CONTRIBUTIONS	
200,000	General Stabilization Fund	150,000
50,000	Open Space Fund	50,000
100,000	Fire Vehicle Stabilization Fund	100,000
350,000	Total General, Open Space and Fire Vehicle	300,000

	ARTICLE 11 - PUBLIC SAFETY	
5,083,873	Salary & Wages	5,392,147
787,900	Expense	810,850
5,871,773	Total Public Safety	6,202,997

	Police	
2,283,369	Salary & Wages	2,341,354
239,000	Expense	237,700
<u>2,522,369</u>		<u>2,579,054</u>

	Animal Control	
65,349	Salary & Wages	65,955
9,200	Expense	9,200
<u>74,549</u>		<u>75,155</u>

	Fire & Emergency Medical Services (EMS)	
1,992,679	Salary & Wages	2,160,303
290,750	Expense	302,750
<u>2,283,429</u>		<u>2,463,053</u>

	Public Safety Complex	
202,500	Expense	207,500
<u>202,500</u>		<u>207,500</u>

REPORT OF THE TOWN CLERK

RECOMMENDATIONS CONCERNING FY22 BUDGET

FY2021 Voted Budget		FY2022 Recommended Budget
Regional Dispatch		
662,281	Salary & Wages	738,855
36,450	Expense	43,700
698,731		782,555
Emergency Management		
80,195	Salary & Wages	85,680
10,000	Expense	10,000
90,195		95,680
ARTICLE 12 - PUBLIC WORKS		
1,625,493	Salary & Wages	1,640,250
1,064,911	Expense	1,179,560
520,000	Snow Removal	520,000
3,210,404	Total Public Works	3,339,810
Administration		
196,158	Salary & Wages	200,636
12,150	Expense	10,550
208,308		211,186
Engineering		
174,950	Salary & Wages	171,191
177,050	Expense	210,710
352,000		381,901
Highway		
557,869	Salary & Wages	576,286
373,950	Expense	435,950
520,000	Snow Removal	520,000
1,451,819		1,532,236
Mechanics		
205,837	Salary & Wages	205,812
18,411	Expense	18,300
24,248		224,112
Building and Grounds		
490,679	Salary & Wages	486,325
416,850	Expense	419,150
907,529		905,475
Garage		
66,500	Expense	84,900
66,500		84,900

**REPORT OF THE TOWN CLERK
RECOMMENDATIONS CONCERNING FY22 BUDGET**

FY2021 Voted Budget		FY2022 Recommended Budget
ARTICLE 13 - DPW DEPRECIATION FUND		
100,000	DPW Depreciation Fund	75,000
100,000	Total DPW Depreciation Fund	75,000

ARTICLE 14 - CHAPTER 90 STATE HIGHWAY AID		
0	Chapter 90 State Highway Aid	0
0	Total Chapter 90 State Highway Aid	0

ARTICLE 15 - CAPITAL BUDGET		
1,127,208	Capital Budget - General Fund	708,000
1,127,208	Total Capital Budget - General Fund	708,000

ARTICLE 16 - WATER / SEWER ENTERPRISE FUND		
701,649	Salary & Wages	719,172
7,254,370	Expense	7,316,005
82,400	Indirect Costs	157,400
225,000	Emergency Reserve	100,000
80,000	Capital Outlay	100,000
8,343,419	TOTAL WATER/SEWER	8,392,577

ARTICLE 17 - WATER / SEWER CAPITAL BUDGET		
52,813	Salary & Wages	53,139
1,297,941	Expense	1,344,734
12,400	Indirect Costs	12,400
0	Capital Outlay	0
1,363,154	Total Solid Waste	1,410,273

ARTICLE 19- VOCATIONAL EDUCATION		
930,226	Montachusett Regional High School	962,972
54,000	Out of District Vocational	59,400
984,226	Total Vocational Education	1,022,372

REPORT OF THE TOWN CLERK

RECOMMENDATIONS CONCERNING FY22 BUDGET

FY2021

FY2022

Voted Budget

Recommended Budget

ARTICLE 20- EDUCATION - WACHUSETT REGIONAL		
20,061,939	WRSD Required	20,535,856
8,142,799	WRSD Voluntary	9,143,678
39,434	Debt-Oil Remediation	36,710
1,110,997	Debt -School Construction	1,038,732
2,290,978	Transportation	2,214,426
31,646,147	Total Education - Wachusett	32,969,402

ARTICLE 21 - CONTINUE REVOLVING FUNDS		
719,879	Salary & Wages	771,917
544,528	Expense	551,714
50,165	Indirect Costs	50,165
664,000	Capital Outlay	80,000
1,978,572	Total Revolving Funds	1,453,796

Recreation		
225,075	Salary & Wages	280,472
158,539	Expense	159,621
36,165	Indirect Costs	36,165
580,000	Capital Outlay	0
999,779		476,258

Before and After School Program		
236,076	Salary & Wages	230,882
148,118	Expense	111,925
384,194		342,807

Inspections		
152,905	Salary & Wages	153,748
80,490	Expense	81,635
11,400	Indirect Costs	11,400
0	Capital Outlay	30,000
244,795		276,783

Cable		
105,823	Salary & Wages	106,815
157,381	Expense	198,533
2,600	Indirect Costs	2,600
84,000	Capital Outlay	50,000
349,804		357,948

**REPORT OF THE TOWN CLERK
FISCAL YEAR 2022 CAPITAL PROGRAM DETAIL**

ARTICLES 15 & 17

DEPARTMENT	EXPENDITURE	CASH	BOND	OTHER	TOTAL
FIRE – EMS	Hose and Hydrant Appliances	\$28,000			\$28,000
	Jaws of Life Tool Replacement	\$50,000			\$50,000
POLICE	Cruisers (2)	\$110,000			\$110,000
		\$20,000			\$20,000
DPW	Culvert Rehabilitation	\$60,000			\$60,000
	Speed Radar Signs	\$20,000			\$20,000
	F350 Truck w/ plow #10	\$40,000			\$60,000
	Walk Behind Road Saw	\$422,000			\$5,000
	Concrete Core Drill	\$10,000			\$10,000
	Roads / Sidewalks	\$325,000			\$325,000
	Chapter 90			\$615,739	\$615,739
WATER/SEWER	Water Main Replacement and/or Lining		\$1,000,000		\$1,000,000
	Sewer Pump Stations		\$500,000		\$500,000
	SCADA Planning, Design			\$100,000	\$100,000
	Water Meter Replacement		\$300,000		\$300,000
CABLE TV	Studio Camera Upgrade			\$20,000	\$20,000
	Mac Pro			\$30,000	\$30,000
INSPECTIONS	Inspection Vehicle			\$30,000	\$30,000
TOWN MGR/IT	Network Switch	\$20,000			\$20,000
GRAND TOTAL		\$708,000	\$1,800,00	\$795,735	\$3,303,739

GENERAL GOVERNMENT



TOWN MANAGER'S OFFICE

Peter M. Lukes – Town Manager (Center Left)
Stephanie C. King – Assistant Town Manager (Left)
Wendy Brouillette – Administrative Assistant (Center Right)
Abby Benoit – Administrative Assistant/Communications (Right)

BOARD OF SELECTMEN

Chiara M. Barnes – Chairman
Anthony M. Renzoni – Vice Chairman
Richard Bates – Clerk
Geraldine A. Herlihy
Robert P. Lavigne
Elizabeth Fotos - Recording Secretary

Anthony Renzoni was re-elected to his fifth term on the Board of Selectmen in May. He was joined by Rick Bates, who won his first term on the Board, taking the seat formerly held by Tyler Gibbs who chose not to seek re-election. Both Renzoni and Bates were sworn in at the Town Clerk's office on the day after election.

GENERAL GOVERNMENT



2021 Elected Officials

DPW FACILITY

The new DPW facility hit the ground running in 2021 with construction moving at a swift pace in spite of Covid-19 delays, along with a crippling economic downturn that led to severe chain of supply slowdowns. Our building committee, project manager and everyone else involved in the project from town government have worked together to move the project along with minimal delays. The DPW operations and offices are expected to move into the beautiful, new, state of the art facility in August of 2022.



GENERAL GOVERNMENT

RECREATION DEPARTMENT HEAD CHANGE

Denise Morano retired in July as Holden's Recreation Director after twenty six years of distinguished service to the community. Denise was an iconic figure at the pool every summer and was well known to all who participated in Before/After School programs, as well as Holden's many summer camps. She was the face of Holden Recreation for decades and was feted at a reception at Town Hall on her last day of work. Denise was replaced by Nichole Hallett, who joined the town after working at a for-profit recreation facility in Metro-west.



Denise, Peter Lukes and Selectmen Bates



Angela Greene, Denise & Amelia Hirtle

20TH ANNIVERSARY OF THE SENIOR CENTER

The Senior Center celebrated its twentieth year in 2021 with a party at the site. The event was limited due to COVID restrictions in place at the time but all who attended expressed their appreciation and thanks for the many resources that the senior center and staff have provided to the greater Holden community over the last two decades.



GENERAL GOVERNMENT

Municipal staff, family and friends congratulated Sharon Lowder upon her retirement in September. Sharon had thirty years of distinguished service to the Town of Holden, starting as an Accounts Clerk, then as Assistant Treasurer/Collector, and ultimately as Treasurer/Collector beginning in 2010. Sharon was replaced by Laurie Gaudet, who left the position of Town Treasurer/Collector in Shrewsbury, Massachusetts to join us in Holden.



Rep. Ferguson presenting Sharon with a Certificate from the Commonwealth



Sharon and Town Manager Lukes



Town Clerk Jeanne Hudson and Treasurer/Collector Laurie Gaudet

GENERAL GOVERNMENT

COVID-19 RESPONSE

The Town Manager's Office coordinated with the Senior Center Staff along with Holden's Health/Planning Department staff to schedule over 9,000 appointments for the COVID vaccine for Holden residents during the initial rollout of immunizations. Working in conjunction with the Rutland Regional Clinic, appointments were booked over the phone and through the internet for everyone who made a request. Holden was consistently the most vaccinated town in the greater Worcester area in terms of percentage of residents receiving shots throughout the six month phased process. Many thanks to the Rutland Regional Vaccination Clinic for their hard work in distributing and administering vaccine to our residents.

GENERAL GOVERNMENT

MEMORIAL DAY

The 2021 Annual Memorial Day was a huge success. We had many participants and including the Granite Brass Band, Fife and Drummer, and the latest addition, a Sherman Tank! The Veteran's Advisory Board would like to thank the residents and businesses of Holden for their continued support of this great event.



GENERAL GOVERNMENT

EMPLOYEE APPRECIATION PICNIC

After several years of some disappointing weather, the 2021 picnic took place on a beautiful June day in 2021. Because we were unable to hold the picnic in 2020, we made sure to celebrate all of the employees that had a milestones for both years. The employees were treated to excellent barbeque and had fun playing some spirited games of corn hole!



GENERAL GOVERNMENT

EMPLOYEE MILESTONES CELEBRATED JULY 1, 2020-JUNE 30, 2021

5 YEARS

Danielle Beland Scott Bell
John Bianco Kathleen Cargill
Christopher DeMoranville Gary Gauther
Jeremy Glynn David Lindberg
Evan Parker Andrea Parker
Jason Putnam Greg Tivnan
Kathleen Youngs

10 YEARS

Jay Brunetta Paul Pierce
Amy Savasta Susan Scott

15 YEARS

Joseph Hand Ryan Mouradian
Spencer Perry Sean Smith
Marlene Whipple

20 YEARS

David Chapin Eric Fasshauer
Pamela Harding

25 YEARS

Denise Morano Christopher Noyes
John Whipple

30 YEARS

Louise Charbonneau Sharon Lowder
Thomas Walsh

35 YEARS

Paul DiNoia James Ringgard

GENERAL GOVERNMENT



5 Years of Service



15 Years of Service



20 Years of Service



10 Years of Service



25 Years of Service



30 Years of Service

GENERAL GOVERNMENT

INFORMATION TECHNOLOGY

Stephanie King – Assistant Town Manager/Department Head

Doug Nelson – Systems Administration

Steve Gross – Network Administration

Helen Aronowitz – IT Business Analyst

The Information Technology (IT) Department's primary responsibility is the planning, management and improvement of the technology infrastructure, telecommunications, and business applications that support Holden's day-to-day operation. The Holden IT Department is constantly striving to meet or exceed the information and technical needs of the Town. The IT Department provides the technical support, advice, and assistance to our town departments to more cost-effectively and efficiently deliver services to Holden residents through computerization and business process automation.

As part of its mission, the Holden IT Department interacts closely with every department to assess current and future requirements, research the latest advances in technology, analyze, and provide information and advice to Holden's leaders and decision-makers regarding technical infrastructure investments, assist with vendor negotiations, and monitor contract performance.

User support remains a major function of the Holden IT Department. IT staff install and ensure proper functioning of software, administer servers, install and repair hardware, and manage sophisticated networking and communications systems on a regular daily basis. The IT staff oversees the efficient running, maintenance and updates to the Town IT infrastructure and telephone support including IT capabilities for real estate taxes, assessors database, police dispatch and permitting, for proficient and user friendly services.

The IT Department is in its final year leasing Simplivity, hardware where we combined all of our servers and storage into one. Supporting this environment has been less costly and allows the town to restore data quickly. We have a significant amount of storage capability left and have decided to purchase the equipment outright which saves us cost.

The Town has put a lot of effort into planning for and installing necessary high speed fiber networks between town buildings. This year we concentrated on running fiber to the new DPW facility at 18 Industrial Drive, as well as connecting HCTV to our town's fiber network. This technological advancement helps to increase communication, create a more efficient environment and enhance resources for our community. IT also assisted with all of the other technological needs such as the phones, computers and network switches required at our new DPW facility.

The Town had to upgrade their IP Office environment and deploy a new application server in its VMware environment to be able to run voicemail, manage media and purchase phones as part of Paxton's new integration into regional dispatch. This took a lot of planning and coordination between the regional towns. The state 911 grant was able to cover a significant portion of these costs.

The Town has been participating in the Commonwealth of Massachusetts Executive Office of Technology Services & Security cybersecurity awareness training program. Cybersecurity awareness training allows employees to be able to identify threats. The goal of cybersecurity awareness training is to change behaviors and reduce risk within the organization. We are hopefully that with this training, staff can recognize, react, and report suspicious activity.

GENERAL GOVERNMENT

TOWN OF HOLDEN WEBSITES

- ❖ Town of Holden: <https://www.holdenma.gov/>
- ❖ Holden Police Department: <https://www.holdenma.gov/police-department>
- ❖ Holden Fire Department: <https://www.holdenma.gov/fire-department>
- ❖ Gale Free Library: <https://www.galefreelibrary.org/>
- ❖ Holden Light Department: <https://www.holdenma.gov/light-department>
- ❖ Holden Recreation Department: <https://holdenma.gov/recreation>
- ❖ Online Registration for Recreation: <https://holdenma.myrec.com/>
- ❖ Holden Community Television: <https://www.holdentv.com/>

TOWN OF HOLDEN SOCIAL MEDIA

- ❖ Town of Holden Facebook: <https://www.facebook.com/Town-of-Holden-183702448366233>
- ❖ Holden DPW Twitter: <https://twitter.com/HoldenDPW>
- ❖ Holden DPW Facebook: <https://www.facebook.com/HoldenDPW>
- ❖ Holden Police Department Facebook: <https://www.facebook.com/HoldenMAPD/>
- ❖ Holden Fire Department Twitter: <https://twitter.com/holdenmassfire>
- ❖ Holden Fire Department Facebook: <https://www.facebook.com/HoldenMassFire/>
- ❖ Gale Free Library Facebook: <https://www.facebook.com/galefreelibrary/>

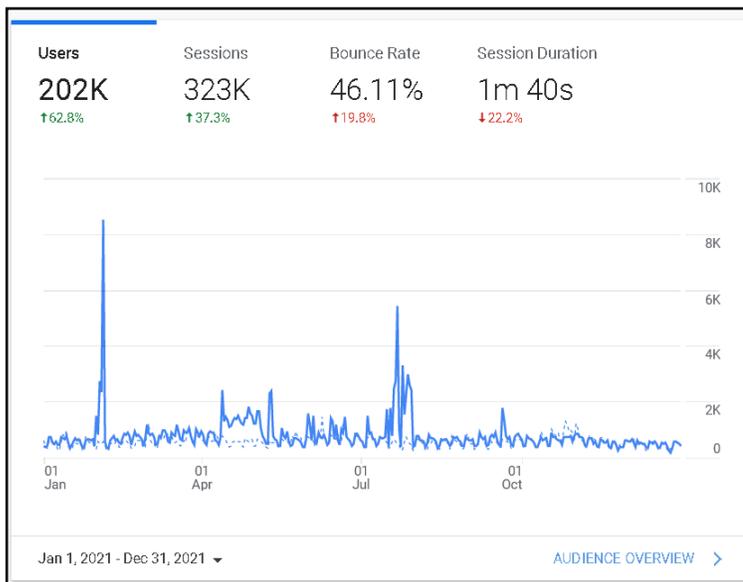
We have made strides in improving efficiencies in workflow and internal processes in many departments. Holden IT continues to monitor system security, and ensure we are protecting our computing resources. At HMLD, Holden IT replaced and consolidated its networking switches and wiring, making for a simpler and more robust setup, plus reducing failure points, while upgrading to more modern equipment. This also allowed HMLD to move some of its network to a more appropriate location and improved capacity for future needs.

We continue to look for more modern and more efficient ways of operating, and will strive to provide the best quality computing experience for our staff, which will in turn allow them to provide the best service to our residents and businesses.

GENERAL GOVERNMENT

We continue to look for more modern and more efficient ways of operating, and will strive to provide the best quality computing experience for our staff, which will in turn allow them to provide the best service to our residents and businesses.

TOWN OF HOLDEN STATISTICS



Page	Pageviews	% Pageviews
1. /	121,422	17.93%
2. /town-treasurer-tax-collector/pages/online-bill-pay	45,735	6.75%
3. /light-department	15,593	2.30%
4. /town-manager/pages/employment-opportunities	15,127	2.23%
5. /departments	14,593	2.15%
6. /home/pages/online-permitting	9,987	1.47%
7. /police-department	9,269	1.37%
8. /assessor	9,175	1.35%
9. /building-department	8,627	1.27%
10. /assessor/pages/property-details	8,326	1.23%

EDUCATION

LETTER FROM WACHUSETT REGIONAL SCHOOL DISTRICT SUPERINTENDENT DARRYLL MCCALL, ED.D.

Dear Residents of Holden, Paxton, Princeton, Rutland, and Sterling,

It has been another year where our community, the Commonwealth, the nation, and the world has had to adjust to the ever-changing circumstances in which we all live. The continual upheaval that we have experienced during the past year has led to a degree of fatigue and a desire to have life return to normal. This is especially true for our students, families, and staff who have shown great resilience and an ability to adapt to challenging circumstances. We are all deeply grateful to everyone who has helped to keep our schools safe and open, enabling our students to take advantage of in-person learning.

The Fall started with many mitigating measures in place to minimize the spread of COVID-19 in our schools, including face masks for all students and adults, contact tracing, and on-site testing at all of our schools. To this point in the school year, we have not had to close a grade level or a school due to COVID-19 cases, which says a great deal about the work being done behind the scenes to make each school as safe as possible. With the financial support of the Massachusetts Department of Elementary and Secondary Education (DESE), we have established a robust COVID-19 testing program that includes surveillance and responsive testing in our schools. Although we are currently experiencing a significant surge in cases, as are our five towns, we are hopeful that cases will begin to decrease so we can return to a level of normalcy this Spring. I am confident that whatever challenges the coming months may present, the education of all Wachusett students will continue to be outstanding thanks to our talented and dedicated educators. The resilience and resourcefulness our teachers have shown over the past two years has been remarkable.

Despite the challenges that the pandemic has brought, there have been opportunities for us to leverage lessons learned to enhance opportunities for our students and staff. Enhancement of our district technology and increased use of educational software has been a notable improvement in the district. Last year, the district was able to expand our 1:1 Chromebook program to include all students in grades 6 - 12. This has allowed us to also focus on personalized learning programs such as IXL, Lexia, and common assessments including the STAR assessment.

The addition of three elementary school counselors has bolstered the district's capacity to respond to the social, emotional, and mental health needs of students. School counselors are important members of the school's support team, and their training and expertise provide an important foundation for building school cultures that promote social-emotional learning skills for both students and staff.

As we have done over the past several years, the District and Member Town officials held the annual Budget Roundtable on December 9, 2021. This meeting is an important opportunity to discuss key budget issues associated with the upcoming fiscal year. This year's Roundtable was held in person and was well-attended by town representatives, officials from the state, members of the Wachusett Regional School District Committee, and community members interested in learning more about the budget process. As I have shared numerous times in the past, I am grateful to our state representatives for their continued support of increased funding for all schools in the Commonwealth.

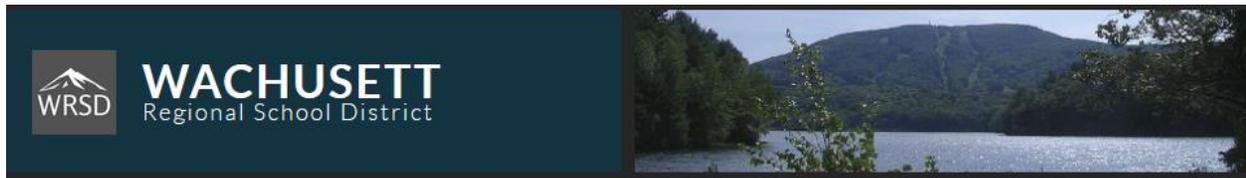
EDUCATION

For the fourth consecutive year, the five towns that comprise the Wachusett District supported a budget that permitted us the opportunity to increase support for our students. We very much appreciate the support of the Member Towns, and we look to continue forward progress, including emphasizing the social and emotional health and well-being of our students in the coming school year.

I would like to thank all parents/guardians, teachers, staff, and community members for their continued support and dedication to the education of the children in the Wachusett Regional School District. We will continue to work together to provide our students with a quality education that will prepare them for success in the future.

Sincerely,

Darryll McCall, Ed.D.
Superintendent of Schools



EDUCATION

LETTER FROM MONTACHUSETT REGIONAL VOCATIONAL TECHNICAL HIGH SCHOOL SUPERINTENDENT

SHEILA M. HARRITY, ED.D.

When schools across the country shuttered in March of 2020, no one could imagine the long-term effects the pandemic would have on our school systems. The summer of 2020 was spent purchasing and installing air filtration systems and plexiglass barriers, sourcing mass quantities of PPE and working with local departments of public health to determine how to safely bring students and staff into the building. When guidance from the state's Department of Elementary and Secondary Education was released, school leaders were faced with rolling out a learning and instruction model that had never been attempted before. We would offer a Hybrid Learning Model, and a rotating daily schedule that would allow half of the student body to come into the building, while the other half would learn from home.

Still, the beginning of the 2020-2021 school year was fraught with concern for student, faculty and staff safety and a deep-rooted knowledge of how students learn best – in-person. School leaders worked tirelessly to develop a schedule that would bring as many students back into the building as possible, safely, while attempting to balance academic and vocational in-person learning time. Instructors were provided with additional technology supports and added professional development days, to write and create curriculum that could be delivered remotely. This, in itself, would be a challenge. How do you teach a student how to prepare and present a meal, or demonstrate fine-motor skills required to give a haircut, in a virtual learning environment? How do you assess a student's understanding of residential electrical wiring, without having the ability to observe and manipulate his/her work? How can you teach students to safely restrain an animal, with no pet interaction? I am proud to say that the Monty Tech instructors rose to this incredible challenge, and for much of the 2020-2021 school year, delivered an effective educational program, using the resources that were available to them.

While face-to-face instruction was provided, that, too, looked and felt different to students and staff. On those days when students were scheduled to attend in-person lessons, they found things had changed. Traffic patterns were rerouted, and signage on floors, hallways and doors reminded them to wear a mask and maintain distance. Seating on busses and in the cafeteria was assigned and closely monitored. A place that had always encouraged connection with fellow classmates was now insisting on distance. Though it may have been uncomfortable for both students and staff, the school wide adherence to these new rules seemed to be a quiet demonstration of their understanding. And on May 3, 2021, their compliance was rewarded - Monty Tech was allowed to return to full, in-person learning. With just over a month remaining in the 2020-2021 school year, students and staff welcomed the change, anxious for the halls and classrooms to return to a more normal capacity. While masks, social distancing and numerous hand sanitizing stations were still present, the return of students into the building was a welcome sight for all.

In 2020-2021, it was disappointing that so many traditional annual events had to be cancelled, including VIP, Tour Day, College Fair, and Career Awareness Night; however, where possible, the district continued to operate at a high level. Examples include:

- To help our faculty and staff return to work, daycare issues had to be addressed, and, as a result, an important relationship with the Boys and Girls Club of Fitchburg and Leominster

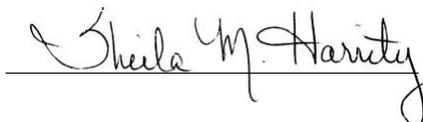
EDUCATION

developed. The club provided daycare and homework help, Monday through Friday, to school age children of Monty Tech faculty and staff.

- Thanks to more than \$670,000 in competitive grant awards, Monty Tech was able to renovate and expand the welding/metal fabrication shop and retrofit one science lab. The school launched an all new evening training program that provided no-cost training and job placement to qualified participants. With grant funds, we also established a Safe and Supportive Schools Team to review school policies and procedures and target those in need of improvement, with an overarching goal of providing all students with safe and appropriate learning environments.
- In an effort to build connections with our school supporters and to "show off" the talents of our students, we held our first Holiday Sale, which quickly sold out! More than 400 charcuterie trays, designed and handcrafted by our Cabinetmaking students were sold, and all proceeds went to the Class of 2021 Scholarship Fund.

The 2020-2021 school year was unexpected, challenging, and at times, disappointing, yet there were so many moments to be proud of. I remain humbled and honored to lead such an outstanding organization, and thank you for your continued support.

Respectfully submitted,



Sheila M. Harrity, Ed.D., Superintendent-Director

OUR MISSION

Every student will graduate from Montachusett Regional Vocational Technical School with the skills, knowledge, and abilities to be a productive and effective member of an ever-changing society.

OUR DISTRICT

Montachusett Regional Vocational Technical School is a four-year career and technical high school serving the member towns of:

Ashburnham	Harvard	Princeton
Ashby	Holden	Royalston
Athol	Hubbardston	Sterling
Barre	Lunenburg	Templeton
Fitchburg	Petersham	Westminster
Gardner	Phillipston	Winchendon

EDUCATION

LEADERSHIP

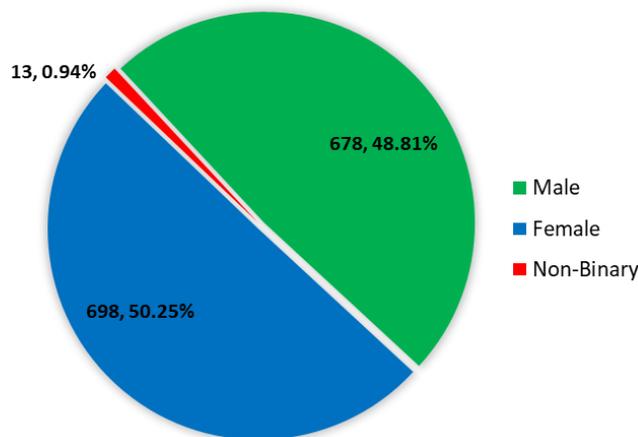
The leadership team at Montachusett Regional Vocational Technical School is comprised of ten talented administrators whose varied educational backgrounds, professional experiences, and areas of expertise contribute to the success of the school. Working collaboratively, and under the direction of the Superintendent and Principal, the team has transformed the school into one of the most sought-after high schools in North Central Massachusetts.

Sheila M. Harrity, Superintendent-Director	Christina Favreau, Director of Academic Programs
Tom Browne, Principal	Jim Hachey, Director of Vocational Programs
Dayana Carlson, Assistant Principal	Michael Gormley, Director of Facilities
Tammy Crockett, Business Manager	Katy Whitaker, Development Coordinator
Donald Kitzmiller, Director of Technology	Victoria Zarozinski, Director of Student Support Services

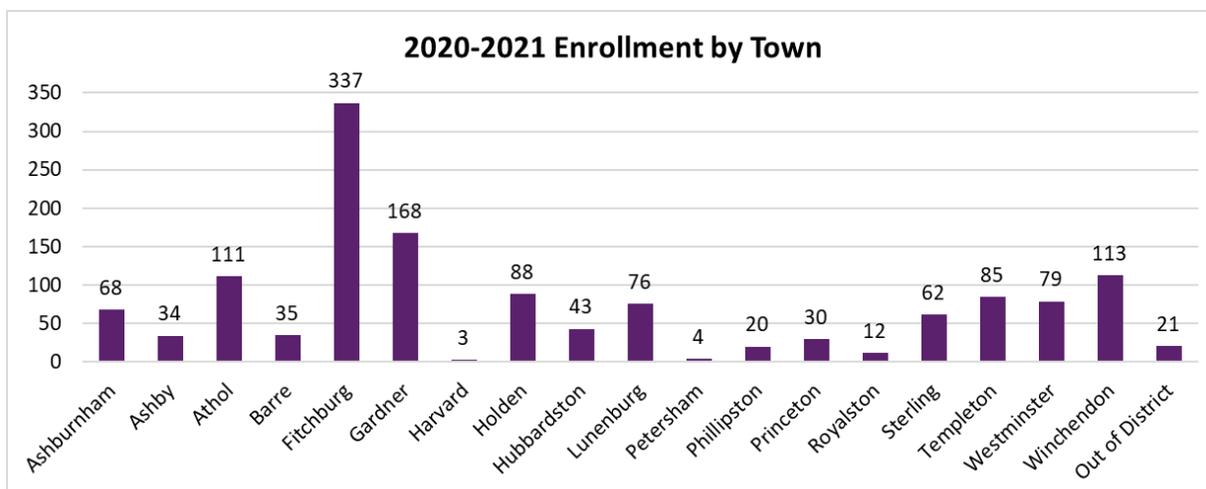
ENROLLMENT

On June 1, 2021, student enrollment at Monty Tech included 1,389 students in grades nine through twelve, representing each of the district's eighteen sending communities. Each class of students is comprised of a relatively equal balance of male vs. female students, and each student attending Monty Tech has elected to do so, prepared to explore an interest in one of the school's twenty-one rigorous vocational-technical programs. While the school currently offers only five programs non-traditional for male students, and twelve programs non-traditional for female students, we are proud to have a student population that is well- balanced by gender and a variety of academic interests and achievements.

2020-2021 STUDENT ENROLLMENT



EDUCATION



CLASS OF 2021 AWARDS

Members of the Class of 2021 were awarded approximately \$200,000 in scholarships, tools, and equipment. The Monty Tech Foundation generously provided \$35,500 in scholarships to graduating seniors, ranging in amounts of \$250 to \$2,000. The Foundation also awarded \$3,250 to the Practical Nursing graduates. Once again, local and state organizations, as well as generous individuals, continue to recognize the ability and potential of Monty Tech graduates in the form of financial donations. The School Committee, administration, faculty, and graduates are grateful for this support.

Articulation Agreements with local colleges also play an important role in helping reduce the cost of higher education. Qualified Monty Tech students are eligible to receive college credits through a number of articulation agreements with public and private colleges across the country. Approximately 36% of the graduating class of 2021 reported plans to enroll at a 4-year college/university upon graduation. By earning college credits while still in high school, these students will save both time and money as they pursue advanced educational programs.

FINANCIAL REPORT

In an effort to develop a cost-effective budget for the fiscal year 2020-2021, a great deal of effort was put forth by the School Committee, administration, and staff. The final fiscal year 2020-2021 Educational Plan totaled \$28,814,865 which represents a 0.19% increase over the 2019-2020 Educational Plan. The District's FY21 budget only exceeds the minimum spending required by Massachusetts General Law Chapter 70 by \$899,640 or 3.5%.

The District was audited in December 2021 as part of the yearly financial audit by the accounting firm of Melanson, Heath and Co. from Greenfield, MA and expects to receive a good report.

EDUCATION

GRANTS AND CONTRACTS

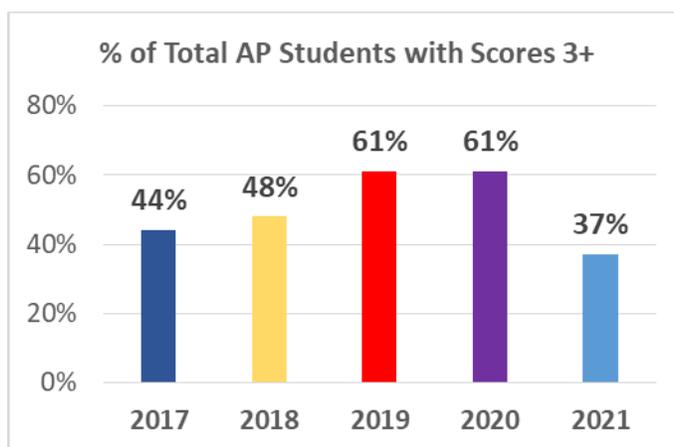
Monty Tech continues to pursue grant funding on an annual basis. These funds help provide many educational and social services to the student population. For fiscal year 2021, state and federal grant sources provided the school with \$2,037,076. Programs funded by these grants include: Coronavirus Prevention and Relief, Improving Teacher Quality, Special Education Services and Program Improvement, Title I Support, Perkins Occupational Education, Vocational Capital Equipment initiatives, Student Support and Academic Enrichment and Marine Corp Junior Reserve Officer Training.

ACADEMIC ACHIEVEMENT

During the spring of 2021, administration of MCAS examinations was disrupted due to the pandemic and changes to educational delivery across the Commonwealth. Here at Monty Tech, 284 Freshman students qualified to take the Biology MCAS exam, having successfully completed the Grade 9 Biology course - 3 of whom were classified as Remote Learning Only. 349 students in Grade 10 took only the ELA and Math MCAS exam - 39 of those students were classified as Remote Learning Only. Finally, 32 Juniors opted to complete both the English and Math MCAS exams, in order to qualify them for scholarship opportunities such as the John and Abigail Adams Award.

Monty Tech remains committed to providing students with rigorous STEM learning opportunities, and so when an opportunity to apply for a Massachusetts Life Science Center grant presented itself, instructors were eager to apply. Working closely with the school's Development Coordinator, science instructors proposed the addition of an all-new science course that would introduce students to Microbiology and career pathways that are emerging in this recent health crisis. After developing a comprehensive proposal, and soliciting (and acquiring) support from business partner Bristol Meyers Squibb, the school's MLSC application was approved for funding, infusing the Monty Tech science department with approximately \$110,000. These funds will be used to renovate a science lab (replicating a biomedical facility), purchase all new course materials, equipment and technology, and provide opportunities for instructors to attend the National Science Teachers Association's national conference in 2022.

During the spring of 2021, students at Montachusett Regional Vocational Technical School continued to demonstrate high academic achievement, earning commendable scores on AP exams, though we did see our first decline in students who scored a 3 or better on the exam. It is important to remember that these exams took place during a difficult year of Hybrid Learning and Instruction. We anticipate a return to improved performance in the coming years, as students return to full-time, in-person learning.



The school is in its 9th year of administering Advanced Placement exams, and students enrolled in AP courses continue to improve their performance.

- In the spring of 2021, 70 out of 188 (37%) exams earned qualifying credit - the highest number of test takers the school has ever seen.

EDUCATION

- This year, more than half of the students who tested in the following subjects received qualifying scores: Computer Science Principles, AP Language and Composition, and AP US History. Qualifying scores by these students exceeded the “state” averages in Massachusetts. In addition, students who completed the AP US History exam exceeded “global” averages.
- The AP subject with the highest number of students with qualifying scores was AP Language & Composition with 26 out of 44 students (59%).

	Spring 2017 (SY16-17)	Spring 2018 (SY17-18)	Spring 2019 (SY18-19)	Spring 2020 (SY19-20)	Spring 2021 (SY20-21)
MT AP Courses	6	7	7	7	7
MT AP Student Enrollment	151	135	157	179	187
Students with Qualifying Scores	53 (44%)	46 (48%)	68 (61%)	89 (61%)	70 (37%)
AP Test Takers	120	95	111	146	188
Total # of Qualifying Exams	65 (44%)	58 (43%)	79 (54%)	75 (71%)	60 (43%)
Total # of AP Exams	148	134	146	106	140

THE MONTY TECH SCHOOL COMMITTEE

The Montachusett Regional Vocational Technical School District Committee is comprised of twenty-two dedicated individuals, whose expertise proves invaluable in advising the district’s operations, policies, and procedures. Our students continue to benefit from the broad scope of their experiences and varying perspectives, and we are thankful to the following members of the 2020-2021 School Committee for their outstanding service.

Eric Olson, Phillipston
Chair

Melanie Weeks, Fitchburg
Vice Chair

Julie Marynok
Secretary

Norman J. LeBlanc
District Treasurer

Diane Swenson, Ashburnham
Peter Capone, Ashby
Toni L. Phillips, Athol
Whitney Marshall, Barre
Robert Campbell, Fitchburg
Dr. Ronald Tourigny, Fitchburg
Brian J. Walker, Fitchburg
Matthew Vance, Gardner
James S. Boone, Gardner
Amy Morton, Harvard

James Cournoyer, Holden
Kathleen Airoidi, Hubbardston
Barbara Reynolds, Lunenburg
Edward Simms, Petersham
John P. Mollica, Princeton
Mary C. Barclay, Royalston
William Brassard, Sterling
John Columbus, Templeton
Ross Barber, Westminster
Dr. Maureen Ward, Winchendon

ACCOUNTING

Lori Rose, CGA – Town Accountant
Melanie Nason – Assistant Town Accountant
Heather VanHazinga – Assistant Accountant

DEPARTMENT OPERATIONS

The General Laws of the Commonwealth provide for the appointment of a Town Accountant. The Town Accountant must possess training and experience to maintain the municipality's financial records. The records verify that the Town's monies are being collected and disbursed in accordance with the municipality's financial policies, including its operating budget.

All accounts are maintained under the Uniform Municipal Accounting Standards (UMAS) as promulgated by the state of Massachusetts and the Deputy Commissioner of Revenue. The method of accounting used for regulatory purposes is a modified accrual fund basis that brings the town's accounting methods more closely into a GAAP basis of accounting that is used nationally. In order to provide financial statements for issuance of bonds we must also prepare information in compliance with financial reporting requirements issued by the Governmental Accounting Standards Board (GASB).

The Accounting Department is responsible for recording all financial activity in the general ledger; processing the accounts payable warrant on a weekly basis and the payroll warrant on a bi-weekly basis; processing, reviewing, and liquidating purchase orders as necessary and in accordance with town policies and state procurement laws; maintaining all contract and bid files; and recording and updating fixed asset records.

The general ledger is where transactions for all Town funds are recorded. This includes general government funds, revolving funds, grant and gift accounts, water/sewer and solid waste enterprises, trust funds, and the light department activity.

The purchase order program encumbers funds by subtracting them from the budget and reducing the available balance. Approximately 720 purchase orders were issued during fiscal 2021. Before a purchase order is issued we must confirm that proper procurement procedures have been followed and documented, that applicable contracts will be in place, and funds are available. Invoices are matched to purchase orders when paid. There were approximately 15,840 invoices processed in fiscal 2021, resulting in approximately 5,800 vendor checks being issued.

2021 HIGHLIGHTS

The COVID-19 pandemic continues to have an impact on the town's finances in FY21. The CARES Act program closed out two months ahead of schedule on October 31, 2021, instead of the original closeout date of December 2021. The final closeout reports and certifications were filed with the Executive Office for Administration and Finance. We must maintain copies of all invoices, and proof of payment to support future audits of this program. As of December 2021 the Town had received CARES funding of \$385,034 to cover COVID related expenses incurred between March 2020 and October 2021. These funds went towards the purchase of PPE for staff, plexiglass barriers in town buildings, outdoor open air tents to facilitate outdoor programming, additional

ACCOUNTING

equipment for the EMS department, paid sick time for employees, and costs associated with teleworking and remote meetings.

The Town also received the first half of the ARPA distribution directly from the federal government of \$1,010,208.55 and the first half of the Worcester County ARPA allocation of \$1,874,690.73 for a total of \$2,884,899.28 – the town expects to receive the second distribution in the summer of 2022 for a total of \$5,769,799. The accounting office is working closely with the Town Manager’s office and departments to determine the best use of these funds within the guidelines provided. It is anticipated that the funds will be used mainly for capital needs under the revenue loss provision and for water/sewer infrastructure.



Lori Rose, Melanie Nason and Mary Markowski

The accounting office continues to manage the ongoing grants from the State 911 Department for the development of the Wachusett Regional Emergency Communications Center. The town has been awarded a total of \$5,203,092 for the project for fiscal years 2012 through 2021. In July of 2021 the town was awarded a fiscal 2022 development grant in the amount of \$490,605 for transitional costs and infrastructure and equipment to finalize the addition of the Town of Paxton to the dispatch center. All expenditures related to this project must be submitted to the State 911 Department for approval and reimbursement and we have handled all of the reporting requirements to ensure that the Town receives all funding in a timely manner.

For the sixth consecutive year the town has participated in the Certified Public Expenditure (CPE) program offered by the Executive Office of Health and Human Services (EOHHS). This is a voluntary program that allows ambulance providers to claim federal reimbursement for allowable certified public expenditures based on annual costs. Given the financial data required for this report, a majority of the report is completed by the town accountant. As a result of this process the town received \$69,411 in fiscal 2021 for the fiscal 2020 CPE report.

In preparing the budget for fiscal year 2021 the policy on the use of the Town’s free cash and also the capital planning and improvement plan were adhered to. The free cash policy recommends that a maximum of fifty percent (50%) of free cash will be used to fund operating expenses. This policy allows the Town to continue building reserves, provides for unanticipated decreases in revenue in following years, and keeps an amount of free cash available for appropriation by a Special Town Meeting if a need arises. The capital improvement plan forecasts and plans for the capital acquisitions requested by all departments. The Town’s capital needs are analyzed and

ACCOUNTING

prioritized and the goal is to devote approximately 4% of our budget as an investment in our assets and infrastructure.

The Town's balance sheet and free cash calculations for fiscal year 2021 were submitted in November and were certified by the Department of Revenue. The annual state report of revenues and expenditures also known as "Schedule A" was completed and submitted before the November 30th deadline. The fiscal year 2021 annual audit has been completed by the independent audit firm of R.E. Brown CPA.

Audited financial statements are available at any time by visiting the accountant's web page at holdenma.gov or by contacting the accounting office. The financial statements included in this report are unaudited for the year ending June 30, 2021.



ACCOUNTING BUDGET RECAP

	BUDGET	TRNF IN	TRNF OUT	BUDGET	EXPENDED
GENERAL GOVERNMENT					
Salary & Wages	\$1,808,954	\$-	\$42,000	\$1,766,954	\$1,681,600
Expenditure	4,980,778	-		4,980,778	4,634,776
Capital Outlay	9,208	-	-	9,208	6,128
Total	6,798,940	-	42,000	6,756,940	6,322,504
DEBT					
Municipal	1,478,627	-	-	1,478,627	1,332,376
School	1,532,250	-	-	1,532,250	1,515,646
Total	3,010,877	-	-	3,010,877	2,848,022
PUBLIC SAFETY					
Salary & Wages	5,083,873	42,000	-	5,125,873	4,629,151
Expenditure	782,900	-	-	782,900	681,078
Capital Outlay	422,000	-	-	422,000	382,686
Total	6,288,773	42,000	-	6,330,773	5,692,915
PUBLIC WORKS					
Salary & Wages	1,625,493	-	-	1,625,493	1,532,249
Expenditure	1,064,911	-	-	1,064,911	895,708
Capital Outlay	981,000	-	-	981,000	288,521
Snow Removal	520,000	-	-	520,000	498,264
Total	4,191,404	-	-	4,191,404	3,214,742
HUMAN SERVICES					
Salary & Wages	285,012	-	-	285,012	244,456
Expenditure	101,250	-	-	101,250	58,130
Capital Outlay	30,000	-	-	30,000	30,000
Total	416,262	-	-	416,262	332,586
EDUCATION					
WRSD	29,355,169	-	-	29,355,169	29,286,195
WRSD Trans	2,290,978	-	-	2,290,978	2,219,546
VOC	984,226	-	-	984,226	947,939
Capital Outlay	904,000	-	-	904,000	64,505
Total	33,534,373	-	-	33,534,373	32,518,185
CULTURE					
Salary & Wages	672,344	-	-	672,344	630,548
Expenditure	259,426	-	-	259,426	258,085
Capital Outlay	-	-	-	-	-
Total	931,770	-	-	931,770	888,633
TOTAL GENERAL FUND	55,172,399	42,000	42,000	55,172,399	51,817,587

ACCOUNTING BUDGET RECAP

	BUDGET	TRNF IN	TRNF OUT	BUDGET	EXPENDED
WATER/SEWER ENTERPRISE FUND					
Salary & Wages	701,649	-	-	701,649	687,380
Expenditure	7,606,770	-	-	7,606,770	7,043,289
Capital Outlay	2,480,000	-	-	2,480,000	1,673,229
TOTAL WATER/SEWER	10,788,419	-	-	10,788,419	9,403,898
SOLID WASTE ENTERPRISE FUND					
Salary & Wages	52,813	-	-	52,813	45,277
Expenditure	1,310,341	-	-	1,310,341	1,265,640
TOTAL SOLID WASTE	1,363,154	-	-	1,363,154	1,310,917
TOTAL BUDGET	\$67,323,972	\$42,000	\$42,000	\$67,323,972	62,532,402

ACCOUNTING BALANCE SHEET

TOWN OF HOLDEN COMBINED BALANCE SHEET JUNE 30, 2021

ASSETS	GENERAL	SPECIAL REVENUE	CAPITAL PROJECTS	TRUST & AGENCY	MUNICIPAL LIGHT	WATER SEWER	SOLID WASTE	LONG-TERM OBLIGATION	JUNE 30, 2021
Cash & short-term investments	11,853,386.37	3,614,790.82	10,339,208.25	307,284.88	8,278,281.87	2,826,668.39	799,050.55		38,018,671.13
Investments				15,269,942.13	4,020,394.72				19,290,336.85
Receivables (Net of allowances for uncollectables)									
Personal property	50,478.32								50,478.32
Real estate	480,106.37								480,106.37
Excise	486,543.12								486,543.12
Tax liens	890,119.00				1,004.06	633.37			891,756.43
Special assessments						1,708,171.80			1,708,171.80
Ambulance	1,074,465.54				244,128.00				1,074,465.54
Other	129,973.12				515,122.65				374,101.12
User charges						458,375.39	80,860.58		1,054,358.62
Due from Commonwealth of MA		206,609.25							206,609.25
Due from Wachusett Regional School Dist		689.63							689.63
Due from Federal Government		57,846.20							57,846.20
Amts to be provided for retirement of long-term debt								32,609,132.37	32,609,132.37
TOTAL ASSETS	14,965,071.84	3,879,935.90	10,339,208.25	15,577,227.01	13,058,931.30	4,993,848.95	879,911.13	32,609,132.37	96,303,266.75
LIABILITIES AND FUND BALANCES									
LIABILITIES									
Accounts and warrants payable	305,586.92	163,289.26	1,307,011.49	7,336.72	33,152.84	744,351.61	41,454.75		2,602,183.59
BANS payable			5,388,142.00						5,388,142.00
Other liabilities	21,370.95			222,311.87	275,911.01	16,383.51			535,977.34
Deferred revenue	1,475,056.69	0.00			760,254.71	2,167,180.56	80,860.58		4,483,352.54
Reserve for Abatements and exemptions	1,636,628.78								1,636,628.78
General obligation bonds payable								32,609,132.37	32,609,132.37
TOTAL LIABILITIES	3,438,643.34	163,289.26	6,695,153.49	229,648.59	1,069,318.56	2,927,915.68	122,315.33	32,609,132.37	47,255,416.62
FUND BALANCES									
Reserved For									
Encumbrances	256,264.41	270,640.72		0.00		183,215.22	4,506.25		714,626.60
Continued Warrant Articles/Appropriations	1,696,401.46				6,447,000.00	12,647.33			8,156,048.79
Expenditure	2,670,824.69					695,000.00	25,000.00		3,390,824.69
Depreciation fund					4,020,394.72				4,020,394.72
Reduction of future debt excluded debt	5,253.55								5,253.55
Unreserved									
Unreserved	6,897,684.39	3,446,005.92	3,644,054.76	15,347,578.42	1,522,218.02	1,175,070.72	728,089.55		32,760,701.78
TOTAL FUND BALANCES	11,526,428.50	3,716,646.64	3,644,054.76	15,347,578.42	11,989,612.74	2,065,933.27	757,595.80	0.00	49,047,850.13
TOTAL LIABILITIES AND FUND BALANCES	14,965,071.84	3,879,935.90	10,339,208.25	15,577,227.01	13,058,931.30	4,993,848.95	879,911.13	32,609,132.37	96,303,266.75

ACCOUNTING

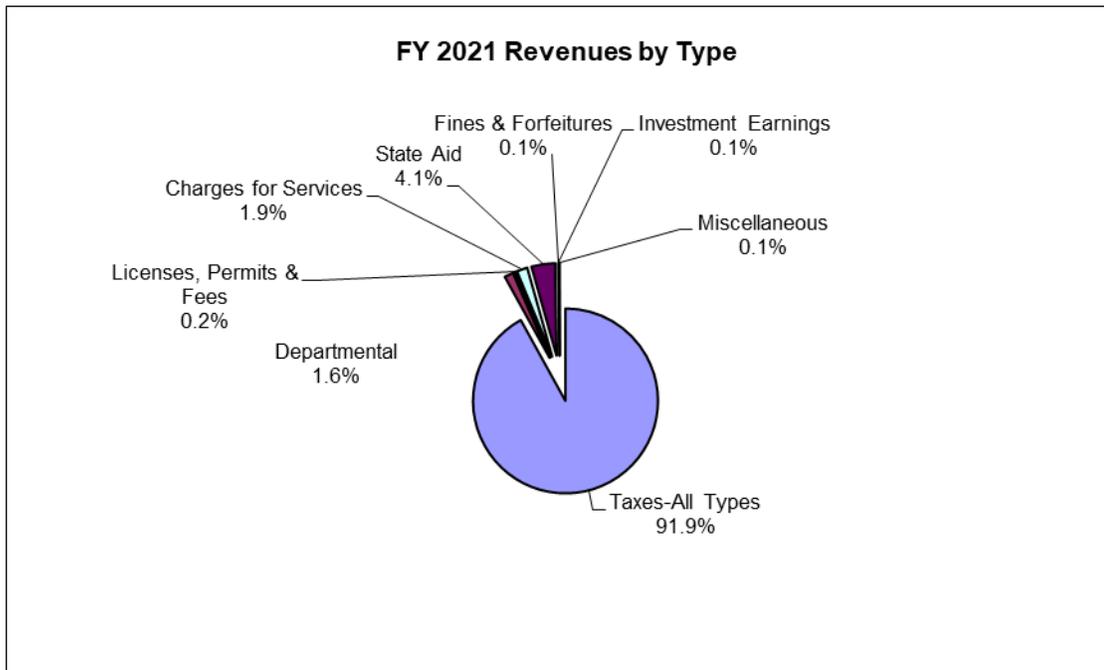
REVENUE COMPARISON – GENERAL FUND

NET OF REFUNDS

REVENUE SOURCE	FY21 ESTIMATE	FY21 ACTUAL	FY22 ESTIMATE
MOTOR VEHICLE EXCISE	\$ 2,375,000	\$ 2,919,819	\$ 2,375,000
PENALTIES/INTEREST	135,000	199,629	135,000
LIEU OF TAX	1,041,032	1,072,661	1,070,705
CHARGES FOR SERVICES	852,000	1,002,776	852,000
FEES	436,242	446,037	462,589
RENTALS	115,941	116,662	117,930
LIBRARY	8,000	870	1,000
CEMETERY	12,000	8,975	9,000
OTHER DEPARTMENTAL	49,950	57,065	49,950
LICENSES/PERMITS	104,500	139,063	104,500
FINES	25,300	25,456	25,300
INVESTMENT INCOME	50,000	32,593	30,000
MISC RECURRING	210,375	200,165	210,375
MISC NON-RECURRING	77,127	274,728	60,000
SEPTIC	41,500	48,445	44,344
TOTAL LOCAL	5,533,967	6,544,944	5,547,693
CHERRY SHEET	2,221,946	2,232,924	2,306,389
SBAB	-	-	-
TAXES	44,856,449	43,664,303	46,316,744
TAXES PRIOR YEARS	-	1,008,156	-
TAX LIENS	-	61,097	-
FORECLOSURE	-	-	-
CONVEYANCE TAX	-	-	-
LIGHT DEPT	153,108	154,272	154,272
TOTAL OTHER REVENUE	47,231,503	47,120,752	48,777,405
TOTAL GENERAL FUND REVENUE	\$ 52,765,470	\$ 3,665,696	\$ 4,325,098

ACCOUNTING

REVENUE COMPARISON – GENERAL FUND



ACCOUNTING FREE CASH

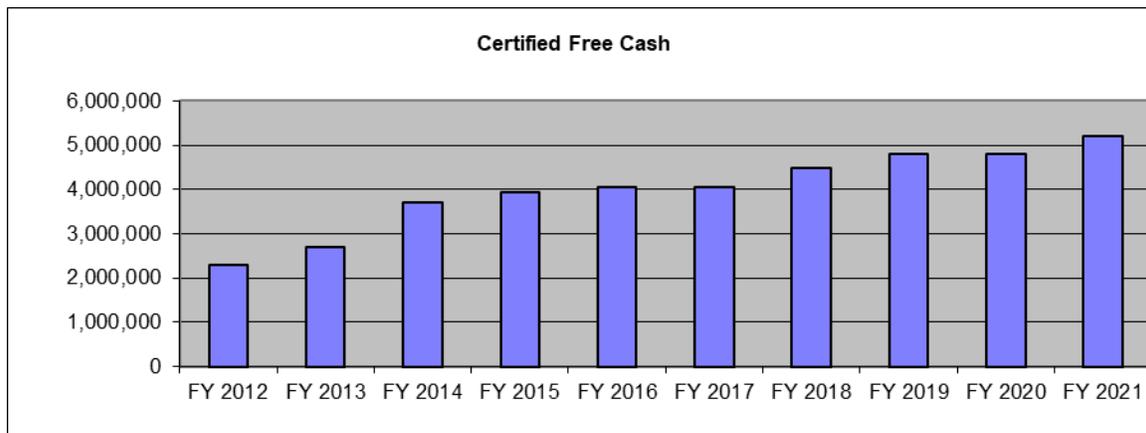
The General Fund Undesignated Fund Balance is the amount by which cash and receivables exceed current liabilities and commitments.

The available amount is calculated and certified each year by the Commonwealth's Department of Revenue based upon the balance sheet submitted by the Town.

The amount available is what becomes known as "Free Cash". Free Cash can then be appropriated either for a specific expenditure or to reduce the tax rate.

	Certified	Used
Fiscal 2022		2,371,237
Fiscal 2021	519,109	225,140
Fiscal 2020	4,789,668	2,251,408
Fiscal 2019	4,490,109	2,232,449
Fiscal 2018	4,584,490	2,073,464
Fiscal 2017	4,046,928	2,270,884
Fiscal 2016	4,048,834	2,948,473
Fiscal 2015	3,934,728	2,158,787
Fiscal 2014	3,714,663	786,512
Fiscal 2013	2,711,441	1,013,324
Fiscal 2012	2,295,926	908,344
Fiscal 2011	1,453,351	704,693
Fiscal 2010	1,196,281	81,644

Approximately 50% of the Free Cash certified as of 6/30/20 was left unappropriated and is now part of the 6/30/21 Free Cash. For the fiscal 2022 budget, free cash was appropriated into the following stabilization funds: DPW depreciation \$75,000; Fire Equipment Stabilization \$100,000; General Stabilization fund \$150,000; Open Space Stabilization \$50,000; and Other Post Employment Trust Fund \$478,967. A total of \$571,649 was appropriated for various Capital Projects for the Town and an additional \$945,621 was appropriated for the payment of other town charges and for the payment of debt service.



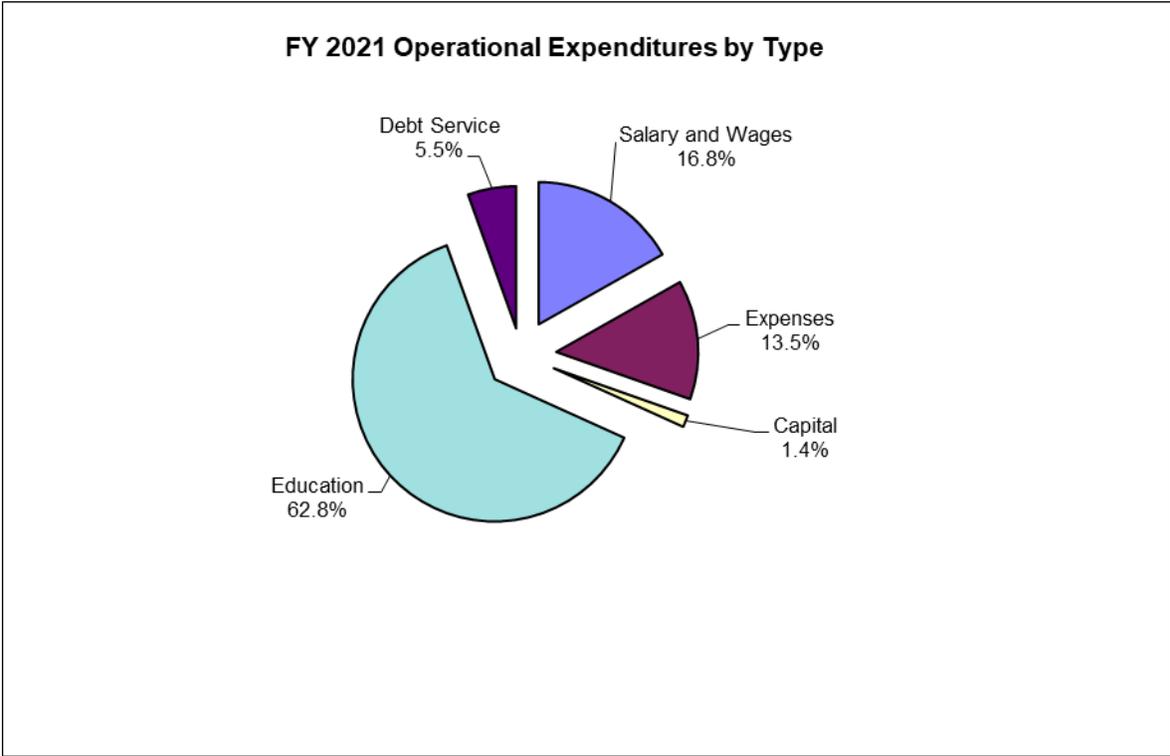
ACCOUNTING OPERATING BUDGET

	ACTUAL FY 2017	ACTUAL FY 2018	ACTUAL FY 2019	ACTUAL FY 2020	ACTUAL FY 2021
GENERAL					
GOVERNMENT	\$1,507,824	\$1,444,104	\$1,584,279	\$1,590,772	1,681,600
Salary and Wages	3,830,528	3,920,095	4,119,678	4,102,427	4,634,776
Expense	71,813	2,916	29,540	3,840	6,128
Capital Outlay	5,410,165	5,367,115	5,733,497	5,697,039	6,322,504
Total	<u>\$1,507,824</u>	<u>\$1,444,104</u>	<u>\$1,584,279</u>	<u>\$1,590,772</u>	<u>1,681,600</u>
DEBT RETIREMENT					
Municipal	1,504,216	1,380,592	1,270,517	1,260,067	1,332,376
School	4,062,483	4,221,764	4,175,799	4,138,697	1,515,646
Total	<u>5,566,699</u>	<u>5,602,356</u>	<u>5,446,316</u>	<u>5,398,764</u>	<u>2,848,022</u>
PUBLIC SAFETY					
Salary and Wages	4,123,856	4,088,468	4,136,018	4,341,776	4,629,151
Expense	640,987	696,723	672,233	674,343	681,078
Capital Outlay	206,411	68,121	124,423	135,949	382,686
Total	<u>4,971,254</u>	<u>4,853,312</u>	<u>4,932,674</u>	<u>5,152,068</u>	<u>5,692,915</u>
PUBLIC WORKS					
Salary and Wages	1,342,200	1,398,328	1,467,223	1,507,339	1,532,249
Expense	843,236	871,306	894,115	1,071,471	895,708
Capital Outlay	470,605	280,301	409,037	411,320	288,521
Snow Removal	509,321	560,616	548,013	421,276	498,264
Total	<u>3,165,362</u>	<u>3,110,551</u>	<u>3,318,388</u>	<u>3,411,406</u>	<u>3,214,742</u>
HUMAN SERVICES					
Salary and Wages	237,282	248,338	257,825	257,365	244,456
Expense	82,637	78,976	80,434	81,584	58,130
Capital Outlay	-	-	-	-	30,000
Total	<u>319,919</u>	<u>327,314</u>	<u>338,259</u>	<u>338,949</u>	<u>332,586</u>
EDUCATION					
WRSD Assessment	23,194,312	24,304,111	26,083,029	29,825,810	29,286,195
WRSD	1,573,421	1,884,700	2,004,018	893,959	
Transportation					2,219,546
Vocational Ed	716,012	789,852	833,376	-	947,939
Capital	-	-	-	-	64,505
Total					<u>32,518,185</u>
CULTURE					
Salary and Wages	585,799	599,112	611,843	543,335	630,548
Expense	258,955	258,460	263,037	248,276	258,085
Capital Outlay	24,375	-	-	-	0
Total	<u>869,129</u>	<u>857,572</u>	<u>874,880</u>	<u>791,611</u>	<u>888,633</u>
TOTAL GENERAL FUND	<u>\$45,786,273</u>	<u>\$47,096,883</u>	<u>\$49,564,437</u>	<u>\$51,509,606</u>	<u>\$62,532,402</u>

ACCOUNTING OPERATING BUDGET

	ACTUAL FY 2017	ACTUAL FY 2018	ACTUAL FY 2019	ACTUAL FY 2020	ACTUAL FY 2021
WATER/SEWER ENTERPRISE FUND (FUNDED FROM RATES AND NOT TAXES)					
Salary and Wages	595,332	616,754	609,596	665,370	687,380
Expense	5,956,463	6,082,474	6,901,219	7,009,554	7,043,289
Capital Outlay	127,954	501,586	241,420	1,066,233	1,673,229
TOTAL WATER/SEWER	7,200,814	7,752,235	8,741,157	6,679,749	9,403,898
SOLID WASTE ENTERPRISE FUND (FUNDED FROM FEES AND NOT TAXES)					
Salary and Wages	42,850	44,158	43,760	47,776	45,277
Expense	1,092,775	1,174,055	1,197,604	1,240,950	1,265,640
TOTAL SOLID WASTE	1,135,625	1,218,213	1,241,364	1,288,726	1,310,917
TOTAL BUDGET	\$ 53,601,647	\$ 55,515,910	\$58,558,036	\$61,539,489	\$62,532,402

ACCOUNTING OPERATING BUDGET



ACCOUNTING BUDGET ESTIMATES

	FY2022 BUDGET	EXPENDED AS OF 12/31/2021	ESTIMATED EXPENDITURES
GENERAL GOVERNMENT			
Salary and Wages	\$1,900,246	\$845,035	\$1,900,246
Expenditure	5,274,212	3,656,459	5,250,000
Capital Outlay	20,000	-	20,000
Total	<u>7,194,458</u>	<u>4,501,494</u>	<u>7,170,246</u>
DEBT			
Municipal	1,801,773	1,440,548	1,801,773
School	1,478,227	269,227	1,478,227
Total	<u>3,280,000</u>	<u>1,709,775</u>	<u>3,280,000</u>
PUBLIC SAFETY			
Salary and Wages	5,392,147	2,215,481	5,392,147
Expenditure	793,850	346,618	790,000
Capital Outlay	225,000	44,561	220,000
Total	<u>6,410,997</u>	<u>2,606,660</u>	<u>6,402,147</u>
PUBLIC WORKS			
Salary and Wages	1,640,250	785,539	1,640,250
Expenditure	1,179,560	426,155	1,100,000
Capital Outlay	480,000	8,882	300,000
Snow Removal	520,000	21,723	520,000
Total	<u>3,819,810</u>	<u>1,242,299</u>	<u>3,560,250</u>
HUMAN SERVICES			
Salary and Wages	288,500	125,690	288,500
Expenditure	96,250	20,440	96,250
Capital Outlay	-	-	-
Total	<u>384,750</u>	<u>146,130</u>	<u>384,750</u>
EDUCATION			
WRSD	32,969,402	16,484,702	32,969,402
Montachusett	962,972	471,275	962,972
Out of District VOC	59,400	23,260	59,400
Total	<u>33,991,774</u>	<u>16,979,237</u>	<u>33,991,774</u>
CULTURE			
Salary and Wages	678,970	321,984	678,970
Expenditure	255,090	137,898	255,090
Capital Outlay	-	-	-
Total	<u>934,060</u>	<u>459,882</u>	<u>934,060</u>
TOTAL GENERAL FUND	<u>54,268,399</u>	<u>25,727,272</u>	<u>3,163,374</u>
	FY2022	EXPENDED AS OF	ESTIMATED

ACCOUNTING BUDGET ESTIMATES

	BUDGET	12/31/2021	EXPENDITURES
WATER/SEWER ENTERPRISE FUND			
Salary and Wages	701,649	330,749	675,038
Expenditure	7,606,770	3,313,971	7,381,770
Capital Outlay	80,000	1,700	80,000
	<hr/>		
TOTAL WATER/SEWER	8,388,419	3,646,420	8,136,808
	<hr/>		
SOLID WASTE ENTERPRISE FUND			
Salary and Wages	52,813	5,993	52,813
Expenditure	1,310,341	605,607	1,305,341
	<hr/>		
TOTAL SOLID WASTE	1,363,154	611,600	1,358,154
	<hr/>		
TOTAL BUDGET	\$ 64,019,972	\$ 29,985,292	\$ 62,658,336
	<hr/> <hr/>		

TREASURER/TAX COLLECTOR'S OFFICE



Sharon A. Lowder - Treasurer/Collector, CMMT, CMMC (Retired September 2021)
Laurie A. Gaudet - Treasurer/Collector (center left)
Teresa Brown – Assistant Treasurer (center right)
Jennifer J. Keevan, Assistant Collector (right)
Monica Patacchiola – Payroll Coordinator (left)

The office of the Treasurer and Tax Collector has many responsibilities. The Tax Collector's duties include the collection, reconciliation and reporting of all real estate, personal property and motor vehicle excise taxes as well as electric and water/sewer rates and trash fees. These receivables are often paid through the mail, both directly to the office or to a lockbox. Holden residents can also remit their payments in person at the Collector's office as well as online.

TREASURER/COLLECTOR'S OFFICE STAFFING

In March of 2020, COVID-19 became a reality for our staff as we began alternating working from home and in the office. The changes saw our citizens unable to pay bills in person. We fielded more phone calls and emails than ever before and our taxpayers became more adept at paying online. To best serve the office needs Teresa Brown returned to the Tax Collector's Office as Assistant Treasurer to assist in cash management and deposits. Jennifer Keevan was promoted to Assistant Collector and Monica Patacchiola joined our office as new Payroll Coordinator.

RESPONSIBILITIES

Included in the Tax Collector's duties is the preparation of legal documents relative to the real estate parcels located in the Town of Holden. A Municipal Lien Certificate (MLC) is prepared when a property is being conveyed or refinanced to certify the tax status of the parcel. A Certificate for Dissolving Betterments is created to release a paid Betterment Lien from a property. Liens were placed on properties eligible for the Town of Holden Sewer project in conjunction with the Mass Department of Conservation and Recreation (formerly the MDC) which provided sewer access to over 2,500 parcels. Interest free connection loans were also made available to homeowners who opted to connect to the Town's sewer system. Once these liens have been paid in full, either through the real estate tax bills or in advance, a

TREASURER/TAX COLLECTOR'S OFFICE

Certificate for Dissolving Betterments is prepared and recorded at the Worcester Registry of Deeds to remove the lien.

The Town Treasurer is the custodian of all Town of Holden funds which must be deposited and invested in accordance with Massachusetts General Laws. The Town of Holden bank accounts are balanced daily. Cash and receipts are reconciled with the Town Accountant's office each month.

The office creates and maintains the payroll records for all Town of Holden employees. The biweekly Town payrolls are prepared and employee deductions such as taxes, insurance, retirement, union dues, child support and tax deferred compensation are reconciled and distributed to the correct agencies. The Treasurer is also responsible for the administration of employee benefits which has become more complicated with the onset of state and federal health care reform and more offerings such as flexible spending accounts.

The Treasurer/Collector's office also processes the weekly Accounts Payable warrants which must be balanced with the Accounting office. The Treasurer must fund the warrant, wire funds for certain expenditures and mail the remaining checks each Friday.

BORROWING

The Treasurer is responsible for borrowing funds for various town projects authorized at the annual Town Meeting. This process involves working with our financial advisors and providing the appropriate documentation before funds can be borrowed. Once the borrowing is complete, the Treasurer must continue to file an "Annual Disclosure" to update the financial status of the Town of Holden. It is also incumbent upon the Treasurer to monitor the spending of borrowed funds so that they are spent within the mandated timeframe to avoid IRS penalties.

The Town of Holden maintained a very favorable bond rating of AA+ with Standard & Poor's and Moody's raised the Town's bond rating to AA2. These positive ratings will benefit the Town's position when borrowing funds for various projects.

ONLINE PAYMENTS

The Holden Municipal Light Department has been continuing to expand the online utility payments for Holden Residents. The Department of Planning & Development and the DPW issue permits online. The Town Clerk and the Recreation Department continue to receive payments online. In addition, Holden residents may make donations online through the Town's website. Donations may be made to the Help at Home fund which provides assistance to Holden residents in need. Online donations can also be made for the Memorial Day Parade, the Light-a-Light bandstand fund, and Holden Community Garden. With so many payment options available, the Treasurer/Collector's office is constantly developing more efficient methods of the reconciliation and reporting of these funds on a daily basis.

TREASURER/TAX COLLECTOR'S OFFICE

CASH RECONCILIATION

The Cash Reconciliation for June 30, 2021 is as follows:

Cash Balance as of May 31, 2021	\$32,591,807.36
Treasurer's Receipt	11,746,127.15
Bailey Trust Investment	1,231.68
Additional Investment & Earnings	<u>2,267.36</u>
Total Available	\$44,341,433.55
Treasurer's Warrants minus void checks	6,319,263.38
Transfer to Bailey Trust	<u>3,499.04</u>
Cash Balance as of June 30, 2021	<u>\$38,018,671.13</u>

INVESTMENTS	Cash Value	Unrealized Gain/Loss	Market Value (Estimated)
Invested Trust Funds-6/30/2021	\$11,519,127.06	\$298,948.55	\$11,818,075.61
Bailey Trust Fund 6/30/2021	1,368,553.91	22,414.04	1,390,967.95
Invested OPEB Trust Fund 6/30/2021	<u>5,052,984.43</u>	<u>1,028,308.86</u>	6,081,293.29
Total Investments – 6/30/2021	\$17,940,665.40	\$1,349,671.45	\$19,290,336.85
Total Cash & Investments- 6/30/2021	\$55,959,336.53	\$1,349,671.45	\$57,309,007.98

TREASURER/TAX COLLECTOR'S OFFICE
TAX COLLECTOR REPORT 7/1/19-6/30/20

FUND NAME	BEGINNING BALANCE	DEPOSITS	WITHDRAWALS	INTEREST	ENDING BALANCE	ENDING MARKET VALUE
CEMETERY FUNDS						
Perpetual Care	672,548.97	10,750.06	5,000.00	14,033.11	692,332.14	710,299.79
Chapel Fund	12,366.11	0.00	0.00	257.00	12,623.11	12,950.71
F. E. Cook	10,330.64	0.00	0.00	214.68	10,545.32	10,819.00
Special Care	19,728.12	0.00	0.00	409.96	20,138.08	20,660.71
Hamil Fund	16,387.80	0.00	0.00	340.57	16,728.37	17,162.51
Anderson Fund	14,869.96	0.00	0.00	309.02	15,178.98	15,572.91

MISCELLANEOUS FUNDS						
Pension Funds	170,200.34	0.00	0.00	3,536.87	173,737.21	178,246.10
Starbard Fund	17,921.37	0.00	0.00	372.41	18,293.78	18,768.55
W. Aldrich	20,975.31	0.00	0.00	435.87	21,411.18	21,966.85
Worcester Commandery	5,804.22	0.00	0.00	120.63	5,924.85	6,078.61
Conservation Commission	24,228.70	0.00	0.00	503.50	24,732.20	25,374.06
Hendricks House	9,553.21	0.00	0.00	198.53	9,751.74	10,004.82
Wachusett Fund	275,121.51	39,885.00	25,000.00	5,526.72	295,533.23	303,203.02
Newell Hospital Fund	23,915.98	0.00	0.00	497.00	24,412.98	25,046.55
B. Gilman Recreation Trust	46,084.13	0.00	0.00	957.66	47,041.79	48,262.64

LIBRARY FUNDS						
E. Horsfall	9,665.35	0.00	0.00	200.84	9,866.19	10,122.24
C. E. Smith	13,257.59	0.00	0.00	275.47	13,533.06	13,884.27
W. Sargent	3,562.61	0.00	0.00	74.03	3,636.64	3,731.02
S. T. Hobbs	11,343.41	0.00	0.00	235.75	11,579.16	11,879.67
Holden High	17,458.09	0.00	0.00	362.79	17,820.88	18,283.37
E. S. Bascom	3,405.54	0.00	0.00	70.78	3,476.32	3,566.54
Nathan Howe	21,349.51	0.00	0.00	443.67	21,793.18	22,358.76
E. P. Johnson	19,290.54	0.00	0.00	400.86	19,691.40	20,202.44
B. S. Newell	14,635.83	0.00	0.00	304.13	14,939.96	15,327.69
Frances Jennings	2,761.49	0.00	0.00	57.37	2,818.86	2,892.02
Eliz Newell Ref Fund	12,486.24	1,636.00	0.00	285.35	14,407.59	14,781.50
C. & J. Kaplan Trust	16,689.83	0.00	0.00	346.80	17,036.63	17,478.77

STABILIZATION/DEPRECIATION FUNDS						
General Stabilization Fund	4,371,995.01	200,000.00	0.00	93,482.02	4,665,477.03	4,786,557.18
Light Depreciation	2,957,016.98	890,227.00	0.00	71,451.34	3,918,695.32	4,020,394.72
DPW Depreciation	499,766.34	151,052.52	0.00	12,370.73	663,189.59	680,400.93
Fire Stabilization Fund	507,585.96	0.00	210,000.00	7,788.15	305,374.11	313,299.29
Water/Sewer Stabiliz Fund	191,035.64	0.00	0.00	3,969.86	195,005.50	200,066.35
Open Space Preservation/Stab Fund	261,589.76	0.00	100,166.00	4,119.65	165,543.41	169,839.65
Regional Dispatch Stabilization Fund	65,496.13	0.00	0.00	1,361.14	66,857.27	68,592.37

TOTAL TRUST FUNDS	10,340,428.22	1,293,550.58	340,166.00	225,314.26	11,519,127.06	11,818,075.61
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ASSESSOR'S OFFICE



Rosemary Scully, MAA-Principal Assessor (right)
Amy Evanowski, Senior Assessor Clerk (left center - resigned November 2021)
Erica Crea, Assessor Clerk/Data Collector (left)
Scott Bell-Data Collector (right center)
James R. Dillon, MAA-Assessor

WELCOME TO THE HOLDEN ASSESSORS' OFFICE

The Assessors' Office values all real estate (residential, commercial and industrial) and personal property in the Town of Holden for the purpose of "ad valorem" taxation. This process involves discovering, listing, and valuing over 8,000 residential properties, which includes single-family homes, multi-family homes, condominiums, and apartment buildings, exempt properties and vacant land. There are also 150 commercial and industrial properties and nearly 400 personal property accounts, which must be reviewed on an annual basis. The office also receives more than 20,000 motor vehicle excise records from the Registry of Motor Vehicles, which must be processed and committed to the Tax Collector.

In addition, the function of the Assessing Office includes updating tax map information in regards to property sales and subdivisions; tracking the yearly additions in value triggered by the building permit process and computation of "new growth;" monitoring and recording all changes in property ownership through information received from the Registry of Deeds; inspecting in a timely manner all properties sold in Holden; receiving and processing all real estate and personal property abatement applications within statutory timelines; representing the Town of Holden at the Appellate Tax Board or negotiating settlements with taxpayers before hearings; assisting realtors, appraisers, and taxpayers seeking information on Holden's 8,900-plus Real and Personal property accounts; and supplying the Board of Selectmen with all the information required in the setting of the tax rate at the annual classification hearing. This office provides quality service to all customers in the performance of the above described duties.

ASSESSOR'S OFFICE

ACCESSING ASSESSMENT DATA ONLINE

Town has contracted with Vision Government Solutions, Inc. to host this site. The Town reviews all property values on an annual basis. Values are updated based upon market conditions of sales of comparable properties in Holden. The current database values were finalized and the Massachusetts Department of Revenue approved the tax rate for Fiscal Year 2022 on November 22, 2021. The Fiscal Year 2022 tax rate for all classes of property is \$16.56 per thousand dollars of valuation.

HOLDEN GIS ONLINE

The Town of Holden has a Geographic Information System (GIS) website that provides both GIS and Assessors' data for properties located within Holden. The public can access the GIS website at www.holdenma.gov.



The Assessors' Office is available to offer the best in customer service and information. The staff will attempt to answer a wide variety of questions and issues ranging from abatements to exemptions, from property identification to motor vehicle excise tax issues. Visit www.holdenma.gov or call (508) 210-5515 for further assistance.

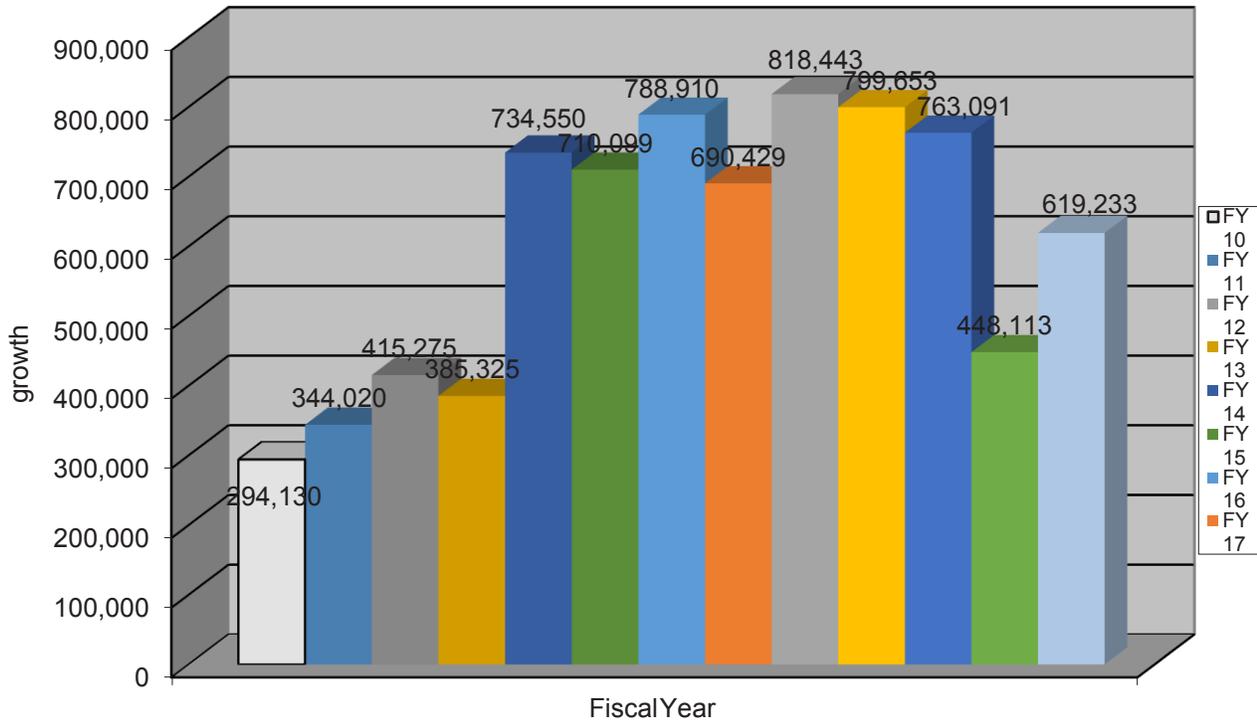
NEW CONSTRUCTION

New construction, additions and alterations between July 1, 2020 and June 30, 2021 increased the total value of the Town by more than 30 million dollars. New business personal property added close to 5 million in new value. Holden has clearly been growing both residentially and commercially.



ASSESSOR'S OFFICE

New Growth



ASSESSMENT DATA VALUATION AND TAX LEVY

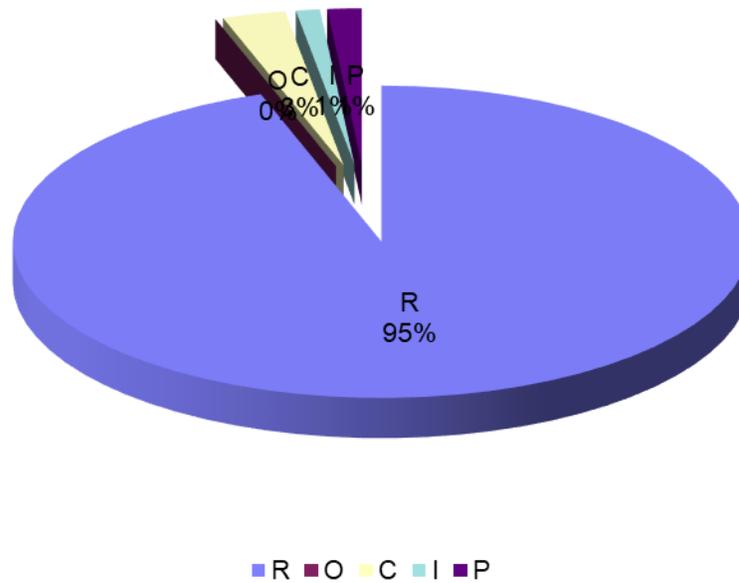
FISCAL YEAR	ASSESSED VALUATION	TAX LEVY	TAX RATE*
2022	\$2,796,904.820	\$2,796,904.820	\$16.56
2021	\$2,577,956,850	\$44,856,449	\$17.40
2020	\$2,510,692,390	\$42,681,771	\$17.00
2019	\$2,361,218,620	\$41,203,265	\$17.45
2018	\$2,208,757,900	\$38,896,227	\$17.61
2017	\$2,091,650,920	\$36,792,139	\$17.59
2016	\$1,976,440,200	\$34,093,593	\$17.25
2015	\$1,883,118,500	\$34,122,107	\$18.12
2014	\$1,856,042,600	\$32,944,756	\$17.75
2013	\$1,810,899,100	\$31,455,318	\$17.37
2012	\$1,838,082,600	\$30,383,505	\$16.53

*Tax Rate expressed in per thousand dollars of assessed valuation

ASSESSOR'S OFFICE

PERCENT OF TAX LEVY BY CLASS				
CLASS	TYPE	FY22	FY21	FY20
I	RESIDENTIAL	94.7	94.5	94.32
II	OPEN SPACE	0.00	0.00	0.00
III	COMMERCIAL	2.76	2.9	3.02
IV	INDUSTRIAL	1.05	1.0	1.06
V	PERSONAL PROPERTY	1.50	1.6	1.59

TAX LEVY SHARE FY 2022



ASSESSOR'S OFFICE

FISCAL YEAR 2022 PROPERTY USE ASSESSMENTS				
CLASS CODE	CLASS TYPE	PARCEL COUNT	TOTAL ASSD. VALUE	% OF TOTAL REAL ESTATE
101	Single Family	6051	2,331,817,400	83.37
102	Condominiums	737	178,808,000	6.39
104	Two Family	71	22,924,100	0.82
105	Three Family	19	7,421,000	0.27
103, 109	Misc. Multi Dwell	24	10,905,700	0.39
111-125	4 or More Units	21	42,128,600	1.51
012-043	Mixed Use	32	31,220,400	1.12
130-132	Vacant Land	836	29,771,900	1.06
300-393	Commercial	136	69,737,100	2.49
400-452	Industrial	24	28,916,800	1.03
CH 61	Forest Land	22	77,830	0.003
CH 61A	Agricultural Land	69	629,680	0.02
CH 61B	Recreational Land	18	548,370	0.02
500	Personal Property	369	41,997,940	1.50
TOTALS		8,429	\$ 2,796,904,820	

PROPOSITION 2 ½ LEVY LIMIT EXPLAINED

"Proposition 2 ½" refers to an initiative statute adopted by the voters of the Commonwealth in November 1980. Its purpose was to stabilize municipal property taxes. It limits the amount by which the taxing capacity of the Town is allowed to increase each year. The allowed growth is 2.5 percent of the prior year's *levy limit*.

Added to the levy limit computation is the levy increase attributable to "*new growth*." This represents additions to the base of taxable property, typically as a result of new construction, renovation and minor alterations, or change of use. Permitting the levy limit to be adjusted by "*new growth*" recognizes the fact that development creates pressures on Town services over the long term. New Growth for FY22 was \$619,233, and increase of nearly \$200,000 from the prior year when COVID-19 resulted in delays with construction.

The assessment date for each tax year is the previous January 1. The Town has accepted the provisions of Section 40 of Chapter 653 of the Acts of 1989 regarding assessment date changes for new growth. This legislation allows communities to tax in the current fiscal year all new construction built between January 1 and June 30 of that year. The purpose of this local-option legislation is to reduce the delay that can occur between construction and taxation.

Total growth of the **levy limit** is therefore attributable to two factors, allowed growth, which is fixed (2.5% per year), and new growth that is variable and subject to economic conditions.

ASSESSOR'S OFFICE

EXEMPTIONS

Clause	Persons who are eligible	Qualifications	Amount
17D	Surviving Spouse, Minor, Aged Person	Total estate, both real and personal cannot exceed \$40,000 exclusive of any mortgage interest in any real estate included in total estate and exclusive of total value of domicile up to a 3-unit building of which one unit is owner occupied.	\$175
18	Hardship	Any person who is so aged, infirm and poverty stricken that he or she is unable to contribute to public charges (Subject to M.G.L. Section 5A).	No specific amount
22	Disabled Veteran	10% or greater disability, Purple Heart, or widowers of qualified veterans (as long as they remain unmarried) or parents of service men killed in action.	\$400
22A	Disabled Veterans	Loss of one foot, hand or sight of one eye, or Distinguished Service Cross, Air Force Cross or Navy Cross.	\$750
22B	Disabled Veterans	Loss of hands, feet or eyes.	\$1,250
22C	Disabled Veterans	Specially-adapted housing.	\$1,500
22D	Surviving Spouse	Veteran died from injuries due to being in a combat zone.	Full
22E	Disabled Veterans	100% disability of incapable of working. Must file certification indicating inability to work.	\$1,000
PARAPLEGIC	Disabled Veterans spouse of paraplegics	Paralysis of lower half of body on both sides, surviving.	Full
37A	Blind	Legal Resident of Mass. Proof of blindness from the Mass. Commission of the Blind must be furnished each year.	\$500
41C	Elderly	Applicant must be 65 prior to July 1, be a resident of Mass. For 10 years and owned real estate in Mass. For 5 years. If single, income cannot exceed \$20,000; or if married, combined income of applicant and spouse cannot exceed \$30,000. Minimum social security deductions, if any, are allowed. If single, the whole estate cannot exceed \$40,000; or if married combined whole estate of applicant and spouse cannot exceed \$55,000. Value of domicile up to a 3-unit dwelling, of which one unit is owner occupied, is also included	\$1,000

DEFERRALS

Statutory Reference

Ch. 59, Sec. 5, Cl. 41A

Ch. 80, Sec. 13B Sewer Betterment Deferral and deferral and Recovery Agreement

Qualifications

An agreement allowing certain persons 65 years of age or over to postpone payment of all or a portion of real estate tax up to 50% of full, fair cash value of their property and no transfer of such property may occur unless the taxes, which would otherwise have been assessed, have been paid, with interest at the rate of 8% per annum. This interest is not compounded. Applicant's gross income from all sources in preceding calendar year cannot exceed \$40,000.

Agreement allowing persons eligible under Clause 41A to enter into deferral and recovery agreement, thereby deferring payment. Applications should be filed within six months after notice of assessment. This is recorded as a lien on the property and no transfer as such property may occur unless the betterment assessment, which would otherwise have been collected has been paid, with interest at the rate prevailing on that contract.

PUBLIC SAFETY FIRE DEPARTMENT



MISSION STATEMENT

The Holden Fire Department is a Public Safety Department dedicated to the protection of lives and property from the perils of fire and other natural and manmade disasters. This is accomplished through mitigation, prevention, public education and training. The Department is committed to provide quality service to all who are in need.

MESSAGE FROM THE CHIEF



I respectfully submit the 2021 Annual Report of the Holden Fire Department. I am extremely proud of the hard work and dedication of the department's operational and administrative personnel during the COVID-19 Pandemic. As it was last year in 2020, this has been a tough year on our emergency responders and many new procedures and innovations have been implemented to our operations. Supply chain shortages have created an issue for the department in procuring the necessary equipment needed for day to day operations. With long lead times on items such as vehicle parts, hose, personal protective equipment and medical supplies, the department has had to find alternative methods to fill these gaps.

The following are some of our accomplishments for 2020:

- During 2021, the department was awarded a Firefighter Safety and Equipment Grant in the amount of \$14,905 to replace outdated hydrant valves and SCBA face pieces. We were also able to add to our cache of rescue and safety equipment.
- Through our capital replacement program, the department took delivery of Ambulance 3, a 2021 Ford F550 Horton Ambulance. This new vehicle is equipped with the most current technology in the industry. EMS Coordinator, FF Ethan Naiman was instrumental in the design and completion of this project.
- The department received our 2021 SAFE and Senior SAFE funding in the amount of \$7,961. This funding allows fire safety education to be taught within our schools and to Holden Seniors. This program is under the direction of FF Joseph Sposato.

PUBLIC SAFETY FIRE DEPARTMENT

In 2021, the department had changes to the command staff. Lieutenant Paul Pierce was promoted to the rank of Captain and FF/Emergency Management Coordinator Chris Montiverdi was promoted to the rank of Lieutenant.

Thank you to Town Manager Peter Lukes, the Board of Selectmen, and the Finance Committee for their continued support of the Holden Fire Department throughout 2021.

As always, thanks to all our dedicated staff at the Holden Fire Department for their hard work that saves lives and property each year in the Town of Holden.

Respectfully Submitted:

Russell Hall
Chief of Department



EMERGENCY MEDICAL SERVICES (EMS)

The Holden Fire Department EMS service has continued its dedication to providing the highest level of pre-hospital emergency care. In 2021, the department answered over 2,000 requests for emergency medical service. Over 75% of these responses resulted in a transport to UMass University, UMass Memorial, or Saint Vincent Hospital. This marks the busiest year for the EMS service since its inception.

The department has three Class 1 ambulances all outfitted to the Advanced Life Support level. Currently, the department staffs two of the ambulances to the ALS level 24 hours per day and seven days per week.

PUBLIC SAFETY

FIRE DEPARTMENT

We continue to see an uptick in the amount of simultaneous EMS calls, so the importance of additional ambulances being available is more apparent than ever.

Throughout the course of the Pandemic, our providers have faced their fair share of challenges. Our providers, however, have not hesitated to continue to provide the same excellent care that residents and visitors have come to expect from the Holden Fire Department. This year we were awarded the American Heart Association's 2021 – Mission Lifeline Gold Award recognizing the department's ability to provide outstanding, timely care to patients experiencing heart attacks and strokes. This is the highest level presented to EMS agencies from the American Heart Association, and will remain the benchmark for Holden Fire moving forward.

The department continues to provide training sessions, whenever possible, for our staff. While the pandemic has changed the setting of some of these sessions, it has allowed us an opportunity to find new and exciting ways to complete much of necessary clinical learning. This year we also contracted with Pro EMS/Prodigy EMS to help deliver web-based training to our staff. This allows our members to utilize the platform to gain knowledge, recertification hours, and complete some of the states mandated classes in an on-demand fashion, even off – duty.

As our department closes out another successful year, we are again reminded of the dedication and professionalism of all our EMT's and Paramedics. We are fortunate to have a staff of experienced providers who work tirelessly to make Holden a safer place for its residents and visitors.

EMERGENCY MANAGEMENT

Emergency Management ensures that the town is prepared to withstand, respond to and recovery from both natural and man-made disasters and emergencies. This is accomplished through coordinating the development of multi-departmental response and recovery plans as well as enhancing community resilience through community-level preparedness, education and training.

Emergency Management planning in Holden is overseen by the Fire Chief, who is also the Emergency Management Director. Within the Fire Department, the Emergency Management Coordinator carries out the coordination, planning and training aspects of emergency management for the town and is assisted by members of Holden Citizen Emergency Response Team (CERT).

Our CERT is comprised of volunteers who help during emergencies. Each member of our CERT team has completed a 20 hour, 9 module basic training program that spans over the course of several months. The basic training program educates volunteers about disaster preparedness for the hazards that may impact their area and trains them in basic disaster response skills, such as fire safety, light search and rescue, team organization, and disaster medical operations. Holden CERT currently has 20 members with 4 new members that have joined the team during 2021. Holden CERT members have logged over 350 volunteer hours for the town this past year. Some of their activities this year have included:

- Assisted Holden Nursing and Rehabilitation with daily pre-screening of staff during COVID-19
- Provided staff the numerous COVID-19 regional public vaccination clinics held in Rutland and Sterling.
- Provided staff to assist the Wachusett Regional School District with their COVID-19 test and stay program.

PUBLIC SAFETY FIRE DEPARTMENT

During 2021, Emergency Management was focused on the town's response to the COVID-19 pandemic. Continuity of operations planning was coordinated with each of the town departments in order to maintain essential services. As the year progressed, the Emergency Management Coordinator worked with the health department in updating the town's Emergency Dispensing Site plan in preparation of the possibility of offering COVID vaccinations at the local level. Working with the health department and Rutland regional vaccination clinics, at home vaccinations were scheduled and administered throughout the year to homebound and/or mobility impaired town residents to ensure access to the COVID-19 vaccines.

In addition to local planning, Holden's Emergency Management also coordinates all the planning activities for a regional Emergency Planning Committee; **The South Wachusett Regional Emergency Planning Committee (SWREPC)**. This regional planning committee, which is made up of the towns of Boylston, Holden, Sterling, and West Boylston, is established through the Federal Emergency Planning and Right-to-Know Act (EPCRA) of 1986. Members represent all four towns and all key departments in those towns including: Administration, Department of Public Works, Board of Health, Light, Police and Fire, as well as local industry and organizations such as the American Red Cross and University of Massachusetts Medical School. The Committee looks at various types of disasters and hazardous material problems that could impact the towns, develops plans to address those incidents, and tests those plans to ensure first responders are proficient with the plans to address these incidents. The Committee meets quarterly and works closely with the Massachusetts Emergency Management Agency (MEMA). Annually, the committee conducts a major hazardous materials spill simulation to test our readiness and skills at responding as a unified team to a major disaster. The SWREPC is certified every five years by MEMA and was up for renewal in 2021. Throughout the year, the Emergency Management Coordinator worked with the Committee and MEMA on the application process and the committee was re-certified by MEMA for an additional five years.



PUBLIC SAFETY EDUCATION

The S.A.F.E. program is a state-wide initiative to teach Student Awareness and Fire Education to grade school children throughout the community. This program has also been expanded to include our elder community members as additional components were designed for the Senior S.A.F.E. program. The intention of S.A.F.E. is to provide fire and life safety education to school aged children, so that they may begin to recognize the dangers of fire, fire hazards and avoid situations that can consider immediate danger to life and health. The curriculum is based upon essential and supplemental topics differentiated by grade level knowledge that builds upon concepts from previous years, similar to the Strands and Standards of the Massachusetts Curriculum Frameworks of learning.

This year, the fire department was awarded the FY21 S.A.F.E. Grant. With these funds, our S.A.F.E. Coordinator and Educators taught fire safety/prevention education to our community students in grades Kindergarten through Grade 5. As well as preschools/daycare centers, while state and local guidelines and protocols allowed. Educational sessions were held in small group settings in accordance to the recommendations and requirements from the local Board of Health and CDC guidelines. The topics covered were about understanding smoke and carbon monoxide alarms, creating a home escape plan, knowing the sounds of an emergency, as well as discussions on having a meeting place located on the street side of your residence where emergency responders will see the occupants. Dealing with another

PUBLIC SAFETY FIRE DEPARTMENT

year of the Pandemic continued to provide difficulties as we tried to connect with the community, disappointedly many of the contests and activities that were recently put in place had to be postponed. These activities will resume when schools return to a more regular learning schedule.

The Fire Education program was again fortunate to be awarded they Senior S.A.F.E. grant as an extension to S.A.F.E. This portion of the grant is geared towards the elder part of the community to educate and advise participants through meeting groups and presentations. The Senior S.A.F.E. goals are to provide fire and life safety education to seniors to empower them to recognize the dangers of fire, poisoning, falls, and other medical emergencies. In previous years the S.A.F.E. Coordinator and Educators would meet with this population at the Holden Senior Center present material aimed toward the responses from the previous year that were related to this particular age bracket. Using public events (Halloween in Holden, Pictures with Santa, etc.), we were able to reach out and connect with many older members of our community and provide them with short informational sessions while distributing educational material for them to take home and read and view at their leisure. The Fire Education Program continued to assist our community by continuing the Detector Exchange Program and providing on the job educational sessions when situations arose during emergency events. Members of the Fire Department worked with several community members to exchange over 40 expiring or defective smoke and CO detectors, in efforts to keep the community safe. This program is designed to educate and teach our seniors how to maintain and test their detectors to ensure that they remained safe year-round.

Although interactions, educational sessions, and station tours where limited this year due to the COVID-19 Pandemic, the Fire Education Program continued to reach out to the community and its members by using social media and posting informative educational posts on ways to be safe and identify potentially harmful situations.

FIRE PREVENTION

The Fire Prevention Division provides a full range of services to protect our citizens, visitors to our community, and employees of our local business against the loss of life and property through effective and innovative public safety services. The Division applies a proactive/ educational approach to Fire Prevention and encourages all to practice safety throughout the day... every day.

In 2021, the Fire Prevention Division continued to focus on providing plan reviews, inspections, and investigations aimed at ensuring a fire-safe community. Plan review projects ranged from large commercial projects to small tenant improvements; from single family dwellings to a large multiple unit apartment project at the former Jefferson Mill site. This year alone, the Fire Prevention Division conducted over 1,100 inspections, issuing 852 permits.

As laws, codes, and ordinances are continually changing, the fire prevention staff must maintain training and current certifications to meet the qualifications of their positions.

PUBLIC SAFETY
POLICE DEPARTMENT
POLICE CHIEF'S REPORT



Chief Timothy J. Sherblom
Alisha Ali - Department Secretary
Johanna Adams - Department Administrator

**HOLDEN POLICE DEPARTMENT MISSION STATEMENT
& AGENCY VALUES**

“The officers and employees of the Holden Police Department are committed to being responsive to our community in the delivery of quality police services. Recognizing our responsibility and commitment to maintain order, while affording dignity and respect to every person, our objective is to improve the quality of life through a public partnership which promotes a safe and secure community.”

Current Holden Police Department Staffing:

25 Full-time Police Officers

1 Part-time Police Officer

1 Full-time Animal Control Officer

1 Part-time Animal Control Officer

2 Civilian Support Staff

2021 certainly presented some unique challenges for the Holden Police Department. Like the previous year, we continued to face adversity brought on by the Covid-19 global pandemic. This included staffing shortages due to illness, restricting the public from the building, and taking extra medical precautions when responding to calls for service. Through all of this, the men and woman of the Holden Police Department continued to provide the highest level of service to our residents.

In the aftermath of the George Floyd tragedy in Minneapolis, there were calls for policing reform nationwide. Here in Massachusetts, legislators passed *“An Act Relative to Justice, Equity and Accountability in Law Enforcement in the Commonwealth”* which created a mandatory certification process for police officers. Luckily, many of the changes to policing that were included in the law were already practiced were at Holden PD. We will continue to adapt our department to comply with any and all of the changes mandated by the new law.

PUBLIC SAFETY POLICE DEPARTMENT

Despite the challenges faced by our department, this is an exciting time for HPD. We will continue to grow as a department, and find new and innovative ways to police our community. I am honored to lead such a fine group of men and woman and the residents should sleep well knowing they are being protected by such excellent police officers!

2021 a year in review.....



The year started off with the retirement of Sergeant Rick Horrigan after 32 years of service! We congratulate Sergeant Horrigan on his well-deserved retirement and wish him the best in his future endeavors.



Remember, Holden Police Officers are on duty 24 hours a day and 7 days a week. We work as a team and we are always available to help out our brother public safety professionals, no matter what the conditions are outside!

PUBLIC SAFETY POLICE DEPARTMENT

We also welcomed some new Police Officers to our Department in 2021!



Officer Haley Delahanty



Officer Ives Fisher

We also had a recent promotion! Officer Jason Consiglio (pictured below) was recently promoted to the rank of Sergeant. Jay is currently assigned to the 3-11 pm shift



PUBLIC SAFETY POLICE DEPARTMENT

Community Policing continues to be one of the most important things we do here at HPD....

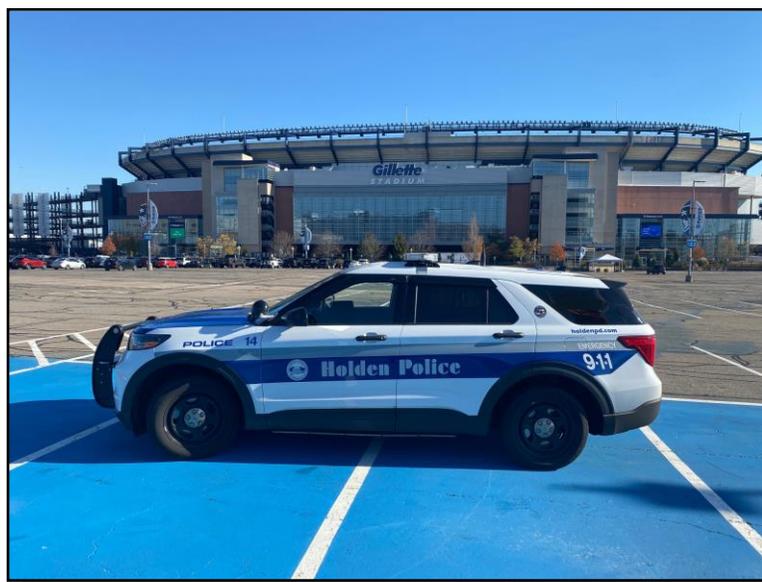


PUBLIC SAFETY POLICE DEPARTMENT

I felt that it was important to interact with our community as much as possible. With that spirit in mind, HPD held our first Holden Police Citizen Academy. It was a tremendous success that garnered some local media attention. In fact, it was so popular; we plan on holding future classes later this year!



Each year, members of the Holden Police Department participate in the Coats4Vets Event sponsored by the Massachusetts Military Support Foundation Inc. Through this program, coats are distributed to veterans in need to help make sure they are safe from the unforgiving winter weather. Every year we get to pick up the coats at the home of the New England Patriots!



PUBLIC SAFETY POLICE DEPARTMENT

The Holidays are always a big deal here at HPD. For the past two years, we have participated in the Town of Holden Holiday Drive-through up at WRHS! This year, the Grinch showed up to try and ruin our holiday spirit. Luckily, he was arrested immediately and transported to HPD for booking!



Respectfully,
Timothy J. Sherblom
Chief of Police

PUBLIC SAFETY POLICE DEPARTMENT

ADMINISTRATIVE DIVISION Lieutenant Christopher Noyes

As the Executive Officer to the Chief's Office my duties and responsibilities lay within the administrative functions of the police department. My most important responsibilities include the following:

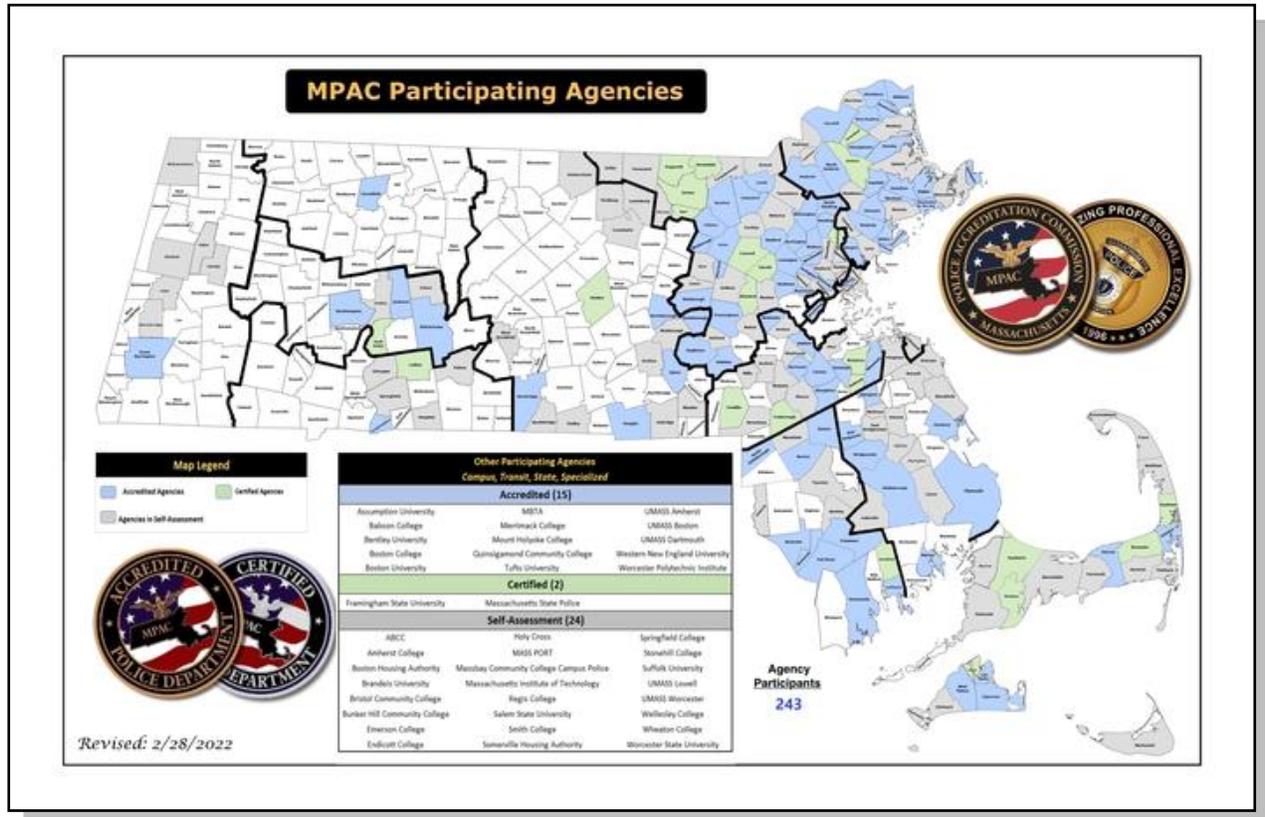
- 1.) The management of the department's accreditation team.
- 2.) The handling of internal affairs investigations for the department.
- 3.) Oversight of the Animal Control Division.
- 4.) Oversight of the newly created Traffic Safety and Enforcement Unit.
- 5.) The writing and submission of state, federal and private grants for the department.
- 6.) Department Liaison to the Massachusetts Police Training Committee.
- 7.) Department Liaison to Massachusetts Civil Service.

Accreditation Team

The accreditation team has worked diligently to maintain the status of the Holden Police Department as a certified organization since 2003. The department has consistently met the standards set forth by the Massachusetts Police Accreditation Commission. What this means is that our agency agrees to a peer review every three years by a group of objective assessors who have been appointed by the commission. These assessors work with our accreditation team in order to confirm compliance with professional standards that are deemed as best practices to be followed administratively and operationally by the department. Agencies that are committed to accreditation agree to correct any deficiencies that may be discovered during the assessment process in order to maintain compliance. It is through this process that the department communicates to the Town that our agency is committed to professional excellence within the work place and for our community.

On June 24th, 2021, our department was awarded with re-certification. This award was achieved due to the hard work and effort put in by my accreditation team members Sgt. Gregg Sculthorpe and Officer Andrea Parker. We are currently working to achieve full accreditation status through the accelerated accreditation program, which should happen sometime during summer 2022. In order to achieve full accreditation, we will be required to conform to an additional 98 mandatory standards and another 69 optional standards.

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Traffic Safety and Enforcement

Last year the department created a new position, the Traffic Safety and Enforcement Unit. The primary mission of this position is to enhance public safety through fair and reasonable enforcement of motor vehicle laws.

Officer Jonathan Santimore was appointed for the position on January 1st, 2021. His responsibilities include the enforcement of all traffic laws and regulations of the commonwealth. Daily duties include:

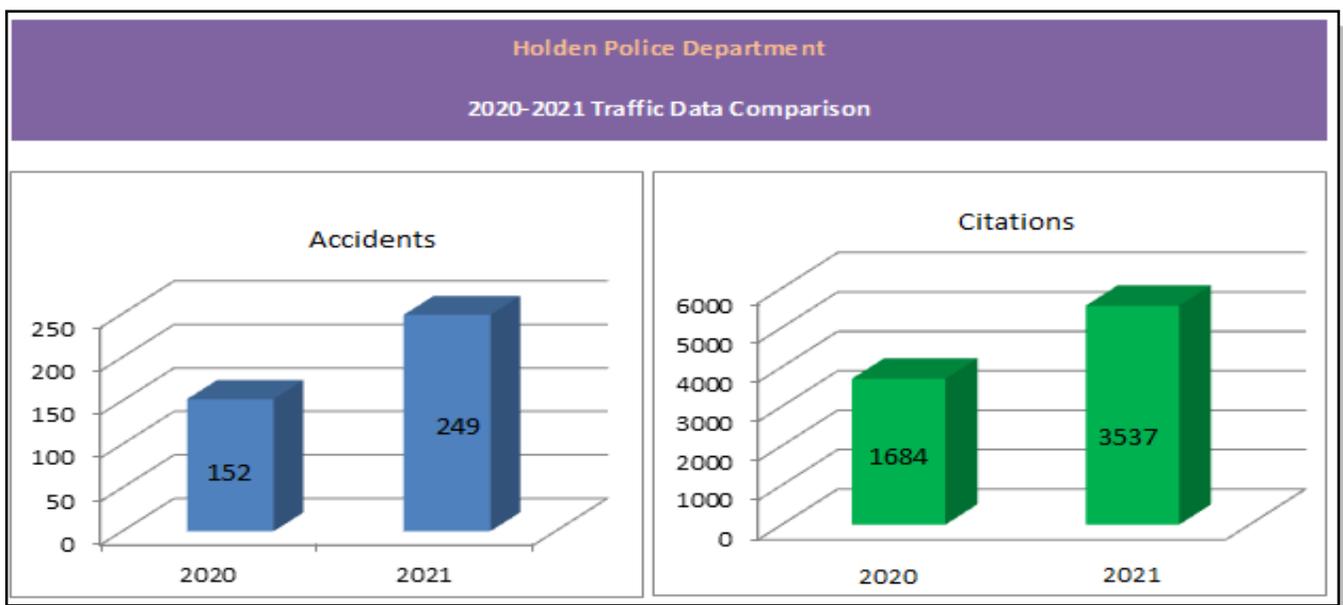
- Enforce the rules of the road and signage
- Ensure that motorists and pedestrians use our roads in a safe and orderly manner
- Ensure the safe and free flow of traffic to prevent road crashes and deaths on our roads
- Participation in traffic safety programs that involve the youth of our community

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The Traffic Unit has a dedicated phone line 508-210-5610 for any traffic issues that need to be reported. A dedicated e-mail trafficconcerns@holdenma.gov can also be used to field traffic complaints and issues. This year the department was able to deploy 2 speed limit radar signs and a speed limit radar trailer, which it had been awarded as part of the Edward Byrne Memorial Justice Award Grant last year. The department deploys these units based on traffic safety needs.

This year saw a total of 249 motor vehicle accidents, a 64% increase from a year ago. The amount of motor vehicle citations issued went up from 1,684 in 2020 to 3,537 in 2021. Of that number, Officer Santimore contributed to approximately 30% of those citations. The following graphs depict the differences between both categories in the years 2020-2021.



PUBLIC SAFETY POLICE DEPARTMENT

Grant Writing and Awards

Another important responsibility of the administrative division is the searching for and writing of grants. Most of the grants the department is awarded come from state and federal governments, as well as from the private sector. These grants are used to fund various projects and trainings for the department, which in turn has a direct impact on the community. This past year the department was awarded a very important grant from The Stanton Foundation for the requisition of a K9 police dog. We are very excited about receiving this grant as it will be the first time in the history of the Holden Police Department that we will be able to deploy our own K9 unit. The police K9 will be handled by our newly appointed K9 Officer, Robert Murray. The K9 will aid our community and officers by the interdiction of dangerous contraband, as well as by greatly improving our ability to handle search and rescue calls. The following is a brief description of what this grant provides our community:

The Stanton Foundation Grant awarded our department \$27,000 in order to be able to start a K9 program. This money has been used to purchase a Belgian Malinois K9, a K9 vest, K9 training for the dog and handler, outfitting of a cruiser with a mobile kennel, a kennel for the K9 at the handlers residence, K9 training items, 3 yrs. Of dog food, and 3 yrs. Of veterinary care. The foundation has also provided additional grant funds in the amount of \$1,100 per week for a maximum of 14 weeks to offset costs required to maintain staffing levels during the training period. Upon completion of basic K9 training, a further \$4,000 will be awarded towards the completion of advanced specialty training.

Over the next year the department will continue to search and apply for grants that will help improve upon the safety of our community.



PUBLIC SAFETY POLICE DEPARTMENT

Department Liaison to MPTC and Civil Service

As the department's liaison to POST and the Massachusetts Police Training Committee, it is my responsibility to ensure that each officer meets 40 hours of mandatory in-service training per year. This year's training requirement included legal updates, firearms training, CPR/first responder, de-escalation and use of force, officer wellness series, cultural competency, and human trafficking. I am also responsible for registering newly hired recruits for the police academy. The MPTC continues to be a valuable resource for the department and maintains up to date yearly trainings for our officers.

As the department's liaison to the Massachusetts Civil Service, it is my responsibility to ensure the department follows the hiring procedures and guidelines set forth by Massachusetts Civil Service. This includes the vetting of each new recruit through a rigorous background investigation and interviewing process. Upon successful completion of the background and interview process, each new recruit must then pass a physical and psychological exam, as well as a physical fitness test – all before they are eligible to attend a police academy. This year our department hired 3 police officer vacancies filled through Civil Service. Beginning this year, the Office of Police Officer Standards and Training (POST) will require all officers to recertify with the state every three years.

Holden Animal Control



The Holden Animal Control Division consists of full time Animal Control Officer Thomas Walsh and part time Animal Control Officer Kelly Jones. ACO Walsh is responsible for weekday operations, 7a-3p Monday-Friday while ACO Jones will be staffing the office on the weekends, 8a-4p, Saturday and Sundays.

The Office of Animal Control and Protection was created to serve the citizens of Holden. We work in conjunction with law enforcement, Massachusetts Wildlife, the Department of Agriculture and the Humane Society. Responsibilities include the administrative aspects of the animal control department, constant monitoring of lost and found pets and reuniting them with their families. Other responsibilities include the licensing of dogs with the town clerk's office, quarantine when necessary, handling nuisance animal complaints, and the inspection of barns and

livestock. We also patrol the town's parks, forests and cemeteries and actively engage in enforcement of the town's bylaws as they pertain to animals.

In 2021 the Office of Animal Control reunited 30 lost pets with their families. With the assistance of Second Chance Animal Shelter, a rabies clinic was held in which 65 dogs and cats received the rabies vaccine. The Town licensed 2,930 dogs. There are also 3 active kennels in Town.

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Operations Division

Operations Lieutenant Adam Porcaro

The Operations Lieutenant oversees the various components of the Police Department and reports directly to the Police Chief. Police operations are the backbone of any police department; the various operational components are crucial to ensuring that the primary mission of the department is accomplished. Operations within the Holden Police Department include, but are not limited to:

- the scheduling and supervision of police personnel
- field training program manager
- criminal case management and investigations
- School Resource Officers oversight
- specialized training, critical incident planning and response
- traffic safety and enforcement
- coordination of regional support elements
- oversight of court documentation
- building security
- strategic deployment of resources
- disaster preparedness
- the management of police computer systems and technology.

The resurgence of the COVID-19 pandemic made for another difficult year regarding staffing. Lessons learned from dealing with the pandemic in the prior year helped to mitigate the strain on the department.

Staffing this past year was an ever fluid process. The Holden Police Department hired three new police officers and accepted a lateral transfer. Two of the positions are newly created which will increase the department roster. Two officers are set to graduate the full time police academy in the Spring of 2022 and the third officer is slated to start the academy by the fall of 2022. Conversely, two long-time officers have remained out of work after sustaining injuries on duty. Unfortunately, those officers may likely retire as a result of their injuries. The two retirements will create another two vacant positions within the department. The goal is to bring department staffing numbers closer to the nationally recommended staffing levels. These numbers are based on population size among other considerations. COVID-19 restrictions heavily impacted training, academy staffing, academy class size and academy location. The training curriculum itself was altered drastically in adherence to state and federal COVID-19 mandates. Some aspects of training were unable to be completed during the academy. Police departments were left to find the resources to fulfill the omitted training obligations. Normally, graduating the academy would mean the hardest parts of training were completed. These postponed portions of training are not only discouraging to the recruits but the burden to fund and schedule the lessons falls on the department, a cost otherwise covered by the academy.

Candidates for the position of police officer are now more limited than in years past. It is no secret that policing in America is changing. The once coveted title of police officer is now more often the subject of debate. We found that hiring a good candidate in 2021 to be an exhausting process. The department's most recent hire lived in Western Massachusetts. In past years to reach a candidate, this geographically distant, was nearly impossible. Sadly it would seem that motivation to become a police officer is trending

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downward. Although the social climate may push toward a shift in the paradigm, the need for good police officers has not diminished.

In the coming years the department will look to hire a fifth sergeant to replace the Sergeant slotted to fill the role of Detective Sergeant. The role of Detective Sergeant has been assumed by the Operations Lieutenant and, thus far, is manageable thanks to the two very competent detectives that comprise the unit. However, proactive case management and long term criminal investigations are better served with the addition of a dedicated Detective Sergeant. Without the position, continued involvement in regional, state, and task force supported cases will eventually wane, and increased caseloads will ultimately result in less fruitful endeavors.

As head of Criminal Investigations, the Operations Lieutenant may, at times, actively work or assist in prosecution of criminal cases. Generally, cases that involve extensive follow-up, sensitive information, outside resources, or a multi-jurisdictional response are handled by detectives.

In late 2019 and through early 2020 the Holden Police Department became an affiliate member of ICAC, Internet Crimes Against Children. This department's involvement remains a priority. In Massachusetts, The Massachusetts State Police (MSP) acts as the referral agency for all cases that fall within the scope of ICAC. MSP assigns cases to local affiliate departments for investigation. In this way, investigations begin on the local level and incorporate additional state, local, or federal resources as needed. This type of case is often the most disturbing and mentally taxing work for a detective. They require extensive information gathering, usually involving time-consuming and tedious process of search warrant applications, and the subject matter can be devastating. In all these cases, the unfathomable reality is that children are the victims. Therefore, the reward of successful prosecution makes it all worthwhile. These suspects quietly exist in unsuspecting communities; aggressive, proactive investigations are often the only way that they are discovered and apprehended. With the addition of a Detective Sergeant, detectives will have more time to actively pursue such cases.

The sergeants report directly to the Operations Lieutenant and are responsible for the supervision of all patrolmen. One of their primary responsibilities is overseeing new recruit Field Training. Although recruit academies have come closer to the standard curriculum, departments are still required to fill the training gaps created by the modified COVID-19 academy regimen. The Holden Police Department has approximately eight certified field training officers and each FTO works to meet that challenge.

The Holden Police have two patrol officers and one Sergeant that are active members of the Army, Airforce Reserve and Army National Guard respectively. One of our newer hires returned from overseas and entered the full time academy. Each service member is dually obligated to the department and to his military unit. In an agency the size of the Holden Police Department, when a service member(s) is deployed or assigned to training, their absence does not go unnoticed. Nonetheless, their call to duty is strongly supported by their peers and commanding officers.

Officer Chris Meservey is currently on deployment within the United States. Upon his return he will be promoted into the role of our newest Patrol Sergeant. This will fill the fifth sergeant position which will return the department to its full supervisory contingent.

Adam Porcaro
Operations Lieutenant

PUBLIC SAFETY POLICE DEPARTMENT

Detective Bureau

The Holden Police Detective Bureau consists of a Detective Sergeant, three Detectives and a Juvenile Detective who are tasked with conducting a broad range of investigative assignments.

The Detective Bureau is required to assume responsibility for any cases where a complex follow-up investigation is required and necessary or any other matter determined by the Chief of Police to be appropriate. The Detective Bureau is also responsible for the processing and investigation of all crime scenes including latent print detection/processing and photographic documentation. The Detectives are trained in many areas, consisting of Investigations of Property Crimes, Sexual Assault Investigation, Serious Motor Vehicle Crashes, Cyber Crimes, Internet Crimes Against Children, Fraud/Identity Theft and any Loss of Life.

The Detective Bureau cooperates with other city, state, and federal agencies in investigating incidents, utilizing task forces or other cooperative means. The Holden Police Detectives currently are members and attend the Worcester B&E Task Force, Worcester Street Violence Prevention Group, and the Organized Retail Crime meetings. These groups/meetings are a great testimony of sharing police information and resources amongst local, state and federal agencies.

The Holden Police Detective Bureau has seen an uptick in cybercrimes and fraudulent scams lately. It is very important to never give personal information to anyone over the phone or from a computer that you are not one hundred percent certain of who you are speaking with. Scam artists prey on the elderly by instilling doubt and fear, with threats of a warrant or arrest if they do not cooperate. The scam artist then requests money transactions, gift cards/numbers or money to be given or sent to them. The Holden Police Detective Bureau recommends yearly checks of your credit report, to notify a family member, friend or the police before sending any money.



PUBLIC SAFETY POLICE DEPARTMENT

School Resource Officer

For several decades, we have had a School Resource Officer stationed up at Wachusett Regional High School. Currently, Officer Dan Contois is filling that vital role. Dan has fit flawlessly into the school community and continues to foster and grow positive relationships with the students and faculty. Due to Dan's work up at the school, he was recently awarded the Wachusett Chamber of Commerce's "Public Safety Person of the Year". I am extremely proud of the positive work Dan is doing at the school. Dan has recently graduated from the National Association of School Resource Officer's Course which included in depth training and discussions on a variety of school related topics. The following paragraphs explain in further detail what Dan does at the school.

"My daily activities at the school consist of, but are not limited to, school security, traffic, following up with students, parents, and school administration on out of school issues, liaison between outside agencies such as local police departments, DCF, and Devereux, I provide guidance to school admin on Mass laws. I also assist in physical security surveys, and assist in school drills such as active shooter. I also respond to all of the many medical emergencies that take place in and on school grounds.

"I assist the school in handling larceny's, thefts, fights, bullying, use of tobacco, drugs, and alcohol, mental health crisis, de-escalation, car accidents on the property and vandalism. With the help of school administration I have been able to effectively handle many of these issues at the school level without having to file any criminal charges.

"I investigate all juvenile sexual assault cases and assist the victims with resources, (medical, mental, emotional) and promote child advocacy by working directly with resources in Worcester County.

"A major part of this role is to form positive relationships with students, in doing so; I participate in classes as a guest speaker on an almost daily basis. I have been invited into many classrooms, and I interact with students every day. This has assisted me in my goal to become a positive role model and an informal counselor to the amazing students at Wachusett and to be a resource for staff, students, and parents. "

Officer Dan Contois
Holden Police / SRO



PUBLIC SAFETY POLICE DEPARTMENT

7am-3pm Shift Supervisor Sgt. Gregg Sculthorpe

The Day Shift at Holden Police Department is a traditionally busy shift, tasked with patrol duties as well as several specialized functions, including Court Officer, elementary and middle school liaison, senior liaison, accreditation, and various administrative functions.

The Day Shift maintains a visible presence during the busy traffic times, ensuring that traffic continues to move efficiently and safely during the morning and afternoon school times. Enforcement efforts during these times have been focused on distracted driving, primarily cell phone use while driving.

The Day Shift also acts as liaison for the elementary and middle schools in Holden. We maintain a strong bond with all the schools, and officers visit the schools throughout the year to present safety topics to the students, as well as to strengthen community bonds.

The department also maintains a strong relationship with the Holden Senior Center and the seniors in our community. Officers frequently can be met at the Senior Center on Friday mornings for coffee at the Morning Glory Café. We have also begun to reach out to the senior communities in Holden, and have established a liaison with Checkerberry Village, and will soon be reaching out to Colony Retirement Homes. The officers present topics of special concern to the seniors, including current information on scams that often target this population.

Accreditation is a focus of the day shift sergeant. The department received its recertification in June of 2021, and is currently seeking to become accredited by June 2022. The accreditation involves a comprehensive review of the department policies, and making sure that those policies reflect the standards set by the accreditation commission.

In 2022, Massachusetts began implementing police reform by the formation of POST (Police Office of Standards and Training). The POST commission has begun issuing state wide standards for all departments, and these have been incorporated in to the accreditation standards, adding approximately 37 additional standards to be addressed. Some of these standards involve updates of current policies, while others involve developing new policies. At this time, the department has updated its policies and is currently preparing for the first review towards accreditation.

3-11/7-3 Split Shift Supervisor Sgt. Ray Sherbourne

Sgt. Sherbourne is in command of the split shift here at HPD. In addition to supervising the Patrol Officers on his shift, he is in charge of our Field Training Program. All full-time Police Officers in Massachusetts are required to attend a six month police academy. After graduation, they are assigned to our Field Training Program for an additional two months of training. In 2021, we hired two police officers, Officer Ives Fisher and Officer Anthony DiTommaso. When these two officer graduate from the academy, they will enter our Field Training Program and will be expected to perform at an extremely high level to pass. Field Training consists of riding with a veteran officer who serves a mentor and trainer. New Officers are expected meet certain criteria and are evaluated continuously.

PUBLIC SAFETY

POLICE DEPARTMENT

Sgt. Sherbourne is also in charge of our roll call training. Roll call training is critically important to keep our officers sharp and up to date on emerging developments in our field. Sgt. Sherbourne comes up with a variety of topics which are presented at each shift change. This could be anything from proper handcuffing techniques to complex law reviews. The philosophy of "training every day" prevents mistakes in the field and reduces liability for the Town.

Sgt. Sherbourne is also our senior operator on the regional SWAT team, C.E.M.L.E.C. The SWAT team is called out during situations that go beyond a routine call. Sgt. Sherbourne and Sgt. Evan Parker train with the regional team twice a month and bring some of those skills back to HPD. Sgt. Parker is currently scheduled to attend Police Sniper School in the fall.

3pm-11pm Shift Sgt. Jason Consiglio

Case Activity Statistics	
Total Offenses Committed:	177
Total Felonies:	51
Total Crime Related Incidents:	83
Total Non Crime Related Incidents:	308
Total Arrests (On View):	22
Total Arrests (Based on Incident/Warrants):	9
Total Summons Arrests:	13
Total Arrests (Unspecified Type):	0
Total Arrests:	44
Total P/C's:	2
Total Juvenile Arrests:	5
Total Juveniles Handled (Arrests):	0
Total Juveniles Referred (Arrests):	5
Total Hearings:	2
Total Summons:	7
Total Open Warrants:	0
Total Open Default Warrants:	0
Total Orders:	54

3-11 Supervisor-

The evening shift is comprised of a Sergeant and Two Patrolmen. Two of the four nights I have a Detective and occasionally the Traffic Car. We are the busiest out of the three shifts. Dealing with after school traffic, evening commute and calls for service while most of the population are home. The statistics above are based on the start of the Fiscal year up until present day.



PUBLIC SAFETY POLICE DEPARTMENT

Firearms/Licensing-

I am the lead Firearms Instructor and run the department's annual qualifications. By MPTC standards, we as a department must qualify with all of our platforms, to include handguns and patrol rifle. Qualifications included annually are a daytime qualification and a low light qualification. I also maintain the records and maintenance of all department firearms. There is a good chance that you may meet with me when applying or renewing your F.I.D. or L.T.C.

Bike Patrol-

The Holden Police Bike Patrol is a community based program. We will have bikes out for Halloween Trick or Treating, Holden Day's, Rail Trail patrol and other Community Events that may be held throughout the year. It is a good way to have an Officer presence around, interacting with residents.



PUBLIC SAFETY POLICE DEPARTMENT



Honor Guard-

The Honor Guard traditionally leads the annual Memorial Day Parade through town. This year the Town and Memorial Day Parade Committee made funds available for the Honor Guard to be outfitted with new dress uniforms and replica M14 parade rifles. We were also honored to be invited and a part of the 9/11 20 year Ceremony and Remembrance at Anna Maria College this past September.

11pm-7am Shift Supervisor Sgt. Evan Parker

Sgt. Parker is in command of the mid shift at HPD. One of the responsibilities of the mid shift is to conduct multiple business checks throughout the night. Window and doors are checked to make sure they are secured. From time to time officers discover open doors and windows and business owners are immediately notified to ensure that they are secured properly. In addition, officers frequently drive through different neighborhoods to deter crime and be a visible presence during the night.



PUBLIC SAFETY
POLICE DEPARTMENT
WACHUSETT REGIONAL EMERGENCY COMMUNICATIONS CENTER



Mission Statement

We the members of the Wachusett Regional Emergency Communications Center are committed to providing the highest level of dispatch services to our participating communities. We recognize that we are the first point of contact for a person in crisis, and we respond to all calls for service in a timely, calm and professional manner.

PUBLIC SAFETY POLICE DEPARTMENT

Department Overview

The Wachusett Regional Emergency Communications Center (WRECC) is located within the Public Safety Building at 1370 Main St., in Holden, MA. The WRECC fields all calls for service for the towns of Holden, Princeton, West Boylston and Paxton. The center is comprised of twelve full time dispatchers, and five part time dispatchers.

The WRECC is responsible for 23 departments including Police, Fire, EMS, Animal Control, Public Works, Water Department, and four municipal Light Departments. Within the jurisdiction there are also 9 primary and secondary schools, Anna Maria College, Rt. 190, Wachusett Mountain, multiple reservoirs, Rail Trails, and parks. The center also deals with both PanAm Railways and the Providence and Worcester Railroad.

In 2021, the WRECC fielded approximately 53,000 calls for service. The center answered 8,467 calls through the E-911 system, and took approximately 6,000 Fire/ EMS calls. As Covid-19 slowed down and businesses and schools slowly returned to full capacity, the WRECC's call volume increased by almost 10,000 calls from the year prior. The center is also now fully equipped to take Phase 1 and Phase 2 calls for all four towns. This means that all cell phone calls within the WRECC's jurisdiction come directly to the center instead of routing to a State 911 call center first.

The dispatchers are responsible for providing pre-arrival instructions when applicable in emergency situations before the arrival of first responders, and also need to relay pertinent information to all responding units. Aside from handling all business and emergency calls for service, the WRECC is also responsible for a wide variety of clerical and emergency tasks that support the emergency operations, and coordinating activities with other departments and agencies. This includes all entries in the Massachusetts Criminal Justice Information System and National Criminal Information Center networks. Dispatch is the first point of contact for all incoming walk-in parties, monitors multiple radio frequencies, audio and video equipment, and logs all calls into the computer aided dispatch system.

2021 Dispatch Statistics

Total calls logged into system	52,934
Total 911 Calls Received	8,467
Total Text-to-911 Received	12
Total E-7-Digit Calls Received	733
Total arrests	440
Total accidents	459
Total Fire/ EMS Calls	6,044

Grants

FY2022 Training Grant	\$38,383.16
Support and Incentive Grant	\$504,347
FY2022 Development Grant	\$490,605
FY2022 One Time Supplemental	\$182,205

PUBLIC SAFETY POLICE DEPARTMENT

Department Personnel

Jocelyn LaPlante – Director of Communications
Amy Savasta – Deputy Director of Communications

COMMUNICATIONS TRAINING OFFICER

Danielle Beland

SHIFT SUPERVISORS

Abbi Parkinson David Sherblom

FULL TIME DISPATCHERS

Ryan Anderson Elizabeth Consiglio
Alexa Owen Emily LeBeau
Panajoti Samarxhi

PART TIME DISPATCHERS

Jasmin Barry Keri Kirby
Patrick Sullivan Christopher Wilder
Cody Willman

Department Contact Information

Wachusett RECC
1370 Main St,
Holden, MA 01520

Direct Line: 508-210-5646

Fax: 508-829-9175

Email: holdendispatch@holdenma.gov

Jocelyn M. LaPlante
Communications Director- Holden Police Department

DEPARTMENT OF PLANNING AND DEVELOPMENT



Pamela Harding – Director/Planner (right center)
David Lindberg – Building Commissioner/Zoning Enforcement Officer (left center)
Carol Perkins – Senior Clerk (right)
Denise Monteiro – Senior Clerk (left)
Glenda Williamson – Conservation Agent

The Department of Planning and Development is responsible for the regulatory review and analysis of the numerous development proposals brought before various town boards and commissions. Building Inspection, Planning, Conservation, Zoning, and Health, are the main program directions for the department. The Department also administers the Residential Curbside Recycling and Trash Collection Program.

The town has in place a streamlined permitting process that provides clear and concise information to applicants, provides a mechanism for technical review prior to the submission of an application, and allows for timely review by various town departments and committees or boards. Subdivisions of land, new housing developments, and site plans for commercial development are subject to this process. These projects are planned and completed in a highly regulated environment designed to provide the community with projects that respect the environment, minimize the impact on town resources and services while complementing the fabric and character of Holden.

The Town of Holden is in the seventh year as a partner in the Regional Alliance for Board of Health Services. By regionalizing these services each town gets the benefits of a much larger staff with each member of the staff having expertise in a specific area of public health rather than having one agent who may not have training or education in all of the areas required in today's complex public health environment.

The Department was responsible for working with the Recreation Department and the Central Massachusetts Planning Agency to update the 2012 Open Space and Recreation Plan. This project included a comprehensive trail inventory and mapping program that continued into 2022.

The Department also worked collaboratively with the Department of Public Works and Fire Department to begin an assessment and re-use analysis of the current DPW site located on Adams Road. The property will be vacated by the DPW in the Summer of 2022 the property is located at a critical entrance to the Town of Holden, the Town has applied for grants to the Commonwealth to remove contaminants and explore mixed use re-use options.

An EPA brownfield grant proceeded into Phase II analysis of assessment for the former ECC site located at 156 Princeton Street. Additional assessment and remediation efforts will continue into 2022.

DEPARTMENT OF PLANNING AND DEVELOPMENT

PLANNING BOARD

Pamela Harding, Director
Sara Flagg, Recording Secretary

PLANNING BOARD MEMBERS

Scott Carlson – Chair
Robert Ricker – Vice Chair
Nancy Kielinen - Secretary
Otto Lies
Brynn Zawada, (Appointed 5/2021)
Michael Krikonis (resigned September 2021)
John Michalak (resigned March 202)

RELATED COMMITTEE/COMMISSION MEMBERSHIPS

Otto Lies-Central Massachusetts Regional Planning Commission (CMRPC)

RESPONSIBILITIES

The general purpose of the Planning Board is to provide for and guide the orderly growth and development of the community. This is accomplished primarily through development of a Master Plan for the Town, the Zoning Bylaw, and the Planning Board's Rules and Regulations Governing Subdivision of Land. The purpose of *these* administrative duties is to ensure the public safety, interest and welfare of the residents of the Town within the Planning Board's functional areas as mandated by statutes and local bylaws and regulations. The Planning Board is responsible for the administration of the Subdivision Control Law pursuant to Massachusetts General Laws Chapter 41 and its Rules and Regulations, to provide ways that are safe and adequate for pedestrian and vehicular access. The Board conducts meetings and public hearings in compliance with Massachusetts General Laws to review and consider subdivision plans and Approval Not Required plans. The Planning Board also makes recommendations on the laying out and acceptance of public ways. Another important function of the Planning Board is to consider and prepare amendments to the Town's Zoning Bylaw. The Board conducts public hearings on amendments drafted by the Board and on amendments that are submitted by citizen petition or landowners.

SUBDIVISION CONTROL REGULATIONS

Subdivision Control Regulations provide design guidelines and construction standards for new roadways constructed within Town to ensure adequate and safe access. The Board conducted various administration and oversight of active subdivisions approved in previous years but also worked on finalizing a rewrite of the Subdivision Control Regulations, the new Subdivision Control Regulations incorporate updated design standards for roadway construction and utility installation which will greatly improve environmental impacts by the narrowing of roadway width and promote greater pedestrian connectivity with sidewalk connection.

DEPARTMENT OF PLANNING AND DEVELOPMENT PLANNING BOARD

APPROVAL NOT REQUIRED

In 2021, the Planning Board reviewed four plans entitled to endorsement when subdivision “approval is not required”. These plans generally are for lot line adjustments, easements, and the creation of new building lots, which meet frontage and area requirements under zoning and are located on existing roadways.

PRELIMINARY SUBDIVISIONS

The Planning Board did not review any preliminary subdivisions in 2021.

DEFINITIVE SUBDIVISIONS

In 2021 the Planning Board continued their review of definitive subdivision for Pine Tree Estates consisting of 98 units, the public hearing was continued into 2022.

The Planning Board approved a Definitive Subdivision for a seven lot cul de sac located off Bailey Road referred to as Sunshine Estates.

The Planning Board approved an amendment to a previously approved definitive subdivision for one lot located on Greystone Drive.

STREET ACCEPTANCE

The acceptance of roadways indicates all conditions of approval have been satisfactorily completed and the roadways were constructed to Town standards. The Planning Board recommended the acceptance Shay’s Lane and Jordan Road.

ACTIVE SUBDIVISIONS

<i>Name of Subdivision</i>	<i>Date Approved</i>	<i>Lots</i>	<i>Homes Built</i>	<i>Acres</i>
Torrey Lane Ext.	6/12/2017	4 (8 units)	8	3.56
Danielle Lane	7/17/2018	8	8	11.96
Greenwood Estates	9/2018	87	0	62.63
Sunshine Estates	5/11/2021	7	0	12.07

SPECIAL PERMIT/SITE PLAN REVIEW

The Planning Board held three public hearings for site plan review/special permit applications. Site Plans allow for the review of specific site conditions related to public safety, lighting, traffic flow, landscaping etc.

DEPARTMENT OF PLANNING AND DEVELOPMENT

PLANNING BOARD

- Brilla coffee was approved at 1104 Main Street.
- A special Permit was issued for the construction of 48 multi-family units at 1665 Main Street in an old mill building.
- The Village at Westminster received approval for an amendment to the existing layout of a previously approved Continuing Care Retirement Community located on Newell Road, consisting of 125 units.

ZONING BYLAWS

The Town of Holden Zoning Bylaws establish regulations about various land uses throughout the Town. Amendments to the Town Zoning Bylaws require the Planning Board to conduct a public hearing and provide a recommendation at Town Meeting. Zoning Articles require a 2/3 vote at Town meeting to pass. The Planning Board did not conduct any public hearings for zone changes in 2021.

The Planning Board also began evaluating the existing Village Zoning District located in the Jefferson area of Holden. The Central Massachusetts Regional Planning Commission spearheaded this study with the Board and analyzed existing and proposed land uses, identifying possibilities for expansion and amendments to the Bylaw. The Board began Phase II of this study which is creating a new Village Bylaw creating a mixed use area.

A Planning Board Appointee was made to the Master Plan Update Steering Committee.

In addition to these duties, regular business of the Planning Board includes the review of applications to the Zoning Board of Appeals and Zoning Administrator for variances and special permits, and participation in the Central Massachusetts Regional Planning Commission (CMRPC). I would like to thank the Planning Board who work hard throughout the year and volunteer their personal time for the betterment of our community.

DEPARTMENT OF PLANNING AND DEVELOPMENT

BUILDING INSPECTIONS AND CODE COMPLIANCE

David Lindberg – Building Commissioner/Zoning Enforcement Officer
 Carol Perkins – Senior Clerk
 Denise Monteiro – Senior Clerk
 Paul Kathman – Inspector of Wires
 Gary Harrington – Alternate Inspector of Wires
 Peter Liddy – Alternate Inspector of Wires
 Rick Travers – Part-Time Building Inspector
 George Mioglionico – Plumbing/Gas Inspector
 Dennis Harney – Alternate Plumbing/Gas Inspector, Retired 10/2021
 Mike Russ – Alternate Plumbing/Gas Inspector as of 10/2021

The Building Department remained committed to a high level of customer service, despite the ongoing COVID-19 pandemic. When the town buildings reopened to the public, the building department continued in full operation, ready and able to issue permits, perform inspections, and provide zoning guidance. We issued almost 1800 permits, still well above pre-COVID years, for building, electrical, plumbing/gas, and sheet metal work. Similar to last year, we continued to see increases in permits for swimming pools and finished basements. Clearly, with so many people staying/working/learning from home, residents were investing in their own properties. Work was completed on a variety of exciting projects: the new 7Saws brewing and taproom, Quinn’s Irish Pub, Pholicious restaurant, and a two-tenant retail building, which is the new home of Berkshire Bank. Construction continues on the new Public Works facility on Industrial Drive.

Processing all those permits and managing the scheduling of inspections, upkeep of our data management software, and our administrative support to various town boards requires competent and engaged team players. Carol Perkins and Denise Monteiro continue to provide high-level customer service. Paul Kathman and George Mioglionico, electrical and plumbing inspectors, respectively, and Rick Travers, local building inspector, continue to serve the Town with their deep knowledge and experience in their given fields. We said goodbye to Dennis Harney, who retired as our alternate plumbing inspector and hello to Mike Russ, who replaced Dennis.

Zoning enforcement and land use issues add a different level of interaction between town staff and the public. While it can be a slow and arduous process, it is more often very rewarding when a new business calls looking for space and we are able to find them a suitable match. Working with the Zoning Board of Appeals and other town departments has resulted in a high success rate in resolving zoning issues.

TYPE OF PERMIT	# OF PERMITS	CONSTRUCTION COST	PERMIT FEES
Building	851	\$23,644,235	\$119,948
Electrical	436	\$596,980	\$39,950
Gas	175	\$146,077	\$23,780
Plumbing	297	\$367,435	\$39,863
Sheet Metal	26	\$151,400	\$1,300
TOTALS	1785	\$24,908,127	\$224,240

DEPARTMENT OF PLANNING AND DEVELOPMENT ZONING BOARD OF APPEALS

David Lindberg – Building Commissioner/Zoning Enforcement Officer
 Carol Perkins – Secretary
 Ronald Spakauskas – Chairman
 Silvio Annunziata – Clerk
 Roy Fraser III
 James Deignan
 David George
 Brian Parry (1st alternate)
 Fred Lonardo (2nd alternate)

The ZBA has the authority to hear appeals of building permit denials by the Zoning Enforcement Officer, to grant variances for circumstances where zoning requirements cannot be met, and to grant special permits based on use where required by Holden's bylaws. Cases which do not involve any change in the building footprint are handled by the Zoning Administrator who is appointed by the ZBA and confirmed by the Board of Selectmen. This position is held by the Senior Planner and frees up time for the ZBA to offer a higher level of service to residents.

In 2021, the Zoning Board of Appeals conducted nineteen hearings. The Zoning Board of Appeals approved eleven variance applications, one variance application was withdrawn, and eight special permit applications were approved.

ZONING BOARD OF APPEALS CASES HEARD IN 2021

January	931 Wachusett St	Special Permit to operate a farm stand
February	314 Stone House Hill Rd	Special Permit to operate a private function center
	87 Fisher Rd	Special Permit for an accessory apartment
	Map 175/Parcel 49 Sawyer Lane	Variance for relief from front yard setback requirements on a pre-existing, non-conforming lot to build one single family home
March	1059 Main St	Special Permit to allow a restaurant to operate in a commercial zone
	Map 82/Parcel 17 Main St	Variance to allow a commercial use in an R-40 zone to construct a self-storage facility
April	421 Quinapoxet St	Variance for relief of lot width and area requirements
	Map 90/Parcel 32 General Hobbs Rd	Variance for relief of lot frontage for a single driveway for one house lot
May	103 General Hobbs Rd	Variance for relief from side yard setback requirements for an addition
June	62 Appletree Lane	Special Permit to own chickens on the property
	20 Basswood Circle	Special Permit for an accessory apartment
	28 Glenwood St	Variance to reconfigure lots one and two to improve pre-existing, non-conforming conditions
September	149 Autumn Circle	Variance for relief of side yard setback requirements for a shed

DEPARTMENT OF PLANNING AND DEVELOPMENT
ZONING BOARD OF APPEALS

ZBA Appeal Cases Continued		
	24 Paugus Rd	Variance and Special Permit for relief of front yard setback requirements for an addition
	24 Glenwood St	Variance to reconfigure lots one and two to improve pre-existing, non-conforming conditions
October	8 Putnam Lane	Variance for relief of side yard setback requirements for a deck
November	178 High St	Special Permit for an accessory apartment
	72 Mason Rd	Variance for relief of side yard setback requirements for a shed

DEPARTMENT OF PLANNING AND DEVELOPMENT CONSERVATION COMMISSION

Glenda Williamson - Conservation Agent

Sara Flagg – Recording Secretary

Mike Scott, Chair

Kenneth Strom, Vice Chair

Luke Boucher

Cathy Doherty

David Nyman

Heather Parry

Beth Parent (appointed March 2021)

The Holden Conservation Commission is a seven member board responsible for administering the Massachusetts Wetlands Protection Act (MAWPA), M.G.L. 131 Section 40, and the Town of Holden Wetlands Protection Bylaw. The Commission meets on the first Wednesday of the month and the public is welcome to attend.

The Commission created a local Wetlands Bylaw adopted at Town Meeting in 2011. The local bylaw authorizes the Commission to implement a 100 foot buffer for all vernal pools, both certified a non-certified. The bylaw also places a 25-foot upland buffer (No-Disturb Zone) adjacent to all resource areas. All placement of fill or disturbance of land area within 100 feet of a bordering vegetated wetland and within 200 feet of a perennial stream must file and receive approval from the Commission. The Commission regularly conducts site inspections to review proposed residential, commercial and municipal projects.

In 2021, the Commission held 12 public hearings for: 16 Notices of Intent, 1 Extensions of Time, 7 Requests for Determinations of Applicability, 17 Certificates of Compliance, 2 Enforcement Orders, 1 ANRAD and 1 Emergency Certifications. In addition, the Commission reviewed 2 Forest Cutting Plans under Chapter 132 of the Forest Cutting Practices Act.

The Commission is responsible for managing town-owned open space and recreation lands. The Commission regularly co-operates with local land conservation organizations to preserve open space parcels with high recreation/natural value for the enjoyment of the public.



Holden Town Forest – Photo by Jeff Lee

Holden Town Forest, located off Harris Street, is managed by the Holden Conservation Commission and covers 157 acres; the forest was deeded by a former resident as a wooded lot. The Commission is currently updating the 10-year Forest Stewardship

DEPARTMENT OF PLANNING AND DEVELOPMENT

CONSERVATION COMMISSION

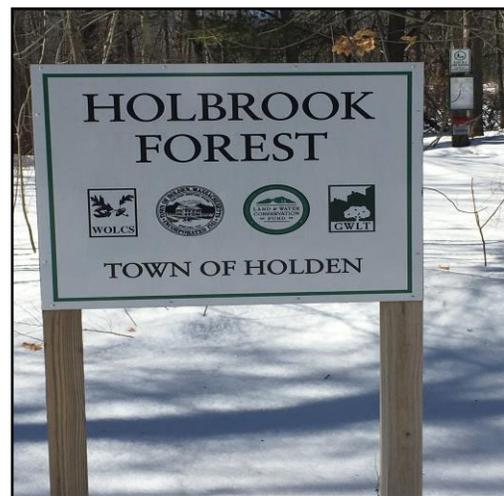
Plan for the property. The goal of this property is to provide a natural setting for the residents of the Town where they can interact with the environment. The objectives of the plan are to evaluate the potential for improving the overall condition and health of the forest, enhance recreational use, improve wildlife habitat and to protect this natural environment for future generations.

Trout Brook Recreation Area is a 660-acre Conservation Commission land with a system of trails for walking, cross-country skiing and mountain biking. The main entrance is located off Manning Street, with smaller parking opportunities and trail connections off Mason Road and Sterling Road. The Conservation Commission works with both the Department of Public Works and the Recreation Department to maintain the building, lodge, picnic pavilion, and open fields. There is a small pond on the property which is stocked annually by the MA Department of Fisheries & Wildlife and is a great resource for those learning to fish.



The Holbrook Property consists of 23.91 acres of forested land with frontage on Salisbury Street. The Holden Conservation Commission was awarded a grant from the Land and Water Conservation Fund (LWCF) for the purchase of the property. The Greater Worcester Land Trust (GWLT) and the White Oak Land Conservation Society (WOLCS) hold the conservation restriction jointly.

The Holbrook property is now open to the public for passive recreation, the trail head on Salisbury Street links with existing trail heads on Fisher Road in Holden, Dawson Road in Worcester, and Brigham Road in Worcester, forming an extended trail network. The acquisition of this parcel provides a vital access point and expands upon the existing open space corridor. The acquisition of the Holbrook parcel advances the objectives in Holden's Open Space and Recreation Plan (OSRP).



DEPARTMENT OF PLANNING AND DEVELOPMENT OPEN SPACE AND RECREATION PLAN UPDATE COMMITTEE

Central Massachusetts Regional Planning Commission

Danielle Marini, Project Manager

Town Staff

Pamela Harding, Director

Glenda Williamson, Conservation Agent

Denise Morano, Recreation Director (Retired June, 2021)

Nichole Hallett, Recreation Director (August, 2021)

Committee Members

Erin Bradley, Recreation Committee

Cathy Doherty, Conservation Commission

Richard Callahan, White Oak Land Conservation Society

Dan Prosser, Eagle Lake

James Dunn, Agricultural Committee

Jean Paul Paulynice

Kenneth Strom

Scott Verrier

David Murphy

Steve Jaslowich

Mike Savino

The Town Manager formed an Open Space and Recreation Planning Committee to update the Town of Holden's 2012 Open Space and Recreation Plan. The Committee represented various interests, ranging from youth sports leagues to conservationists. The Committee held their first meeting in January 2021 and heavily relied on resident input, conducting a detailed survey and an in-person walkshop event at Trout Brook. The community input was compiled and compared to existing conditions, which were both utilized to form goals and objectives. A draft of the report was presented to the Board of Selectmen and Planning Board and submitted to the Department of Conservation Services for approval in late 2021. The Open Space and Recreation Plan not only establishes long term goals for open space acquisitions and expansion of recreational facilities, but enables the Town to apply for numerous federal and commonwealth grant programs.

DEPARTMENT OF PLANNING AND DEVELOPMENT

SEALERS OF WEIGHTS AND MEASURES

Joseph T. Mulvey
Sealer of Weights and Measures

The Sealer of Weights and Measures is responsible for inspecting all weighing and measuring devices on an annual basis to ensure accuracy as set forth by the Massachusetts General Laws relating to Weights and Measures. All commercial devices used in the sale of commodities and services to consumers within the Town of Holden are inspected, tested, sealed and/or condemned each year based on the tolerances prescribed by state law. The Department's program of inspections works to promote and ensure protection for consumers and value and fairness to all commercial transactions.

The following devices were inspected and tested during 2021:

Balances & Scales		Adjusted	Sealed	Not Sealed	Condemned
	Over 10,000 lbs	1	1	0	0
	5,000-10,000 lbs	1	1	0	0
	100-1,000 lbs	0	3	0	0
	10-100 lbs	0	46	2	0
	Less than 10 lbs	1	3	0	0
	Total	3	54	2	0

Forty-six scales were inspected and tested in the ten-to-one-hundred-pound class. Two devices were not used for trade and not sealed. In the ten pound or less category, three digital scales were tested and sealed after one was found to be incorrect and adjusted. In total, there were fifty-four scales sealed across all divisions.

Liquid Measuring Meters		Adjusted	Sealed	Not Sealed	Condemned
	Gasoline	1	69	0	0
	Vehicle Tank Pump	0	4	0	0
	Bulk Storage	0	2	0	0
	Total	1	75	0	0

One gasoline meter in the liquid measuring category was found to be out of tolerance upon inspection and testing. The device was calibrated to meet tolerance levels as prescribed by state law and sealed. In total, sixty-nine gasoline meters were sealed. Four vehicle tank pumps were tested and sealed along with two bulk storage meters.

A total of ten price verification inspections were performed across each of the terminal divisions at retail businesses. Each of the businesses passed inspection with greater than 98% accuracy within their auto-retail checkout system.

Various other miscellaneous inspections were also conducted.

DEPARTMENT OF PLANNING AND DEVELOPMENT

WACHUSETT WATERSHED REGIONAL RECYCLING CENTER

The Town of Holden continues to operate an exemplary curbside recycling and residential trash collection program. Partnering with Casella Waste Services for the collection of trash and recyclables, the town continues to recycle over one third of the residential waste. In 2021 the program serviced approximately 6,100 residential units. Casella collected 5,016 tons of trash which was disposed of at the Wheelabrator Trash to Energy Facility in Millbury, Massachusetts at a cost \$71.07 per ton. Casella also provides biweekly recycling and collected 1,895.23 tons of material processed at a single stream recycling facility in Auburn at a cost of \$30 a ton, this was a beneficial contract to the Town during a volatile recycling market, the fixed rate for disposal will expire the end of FY22. The Department developed an online tracking system to log customer complaints which provides direct community to Casella customer service.

WACHUSETT EARTHDAY, INC

2021 Board of Directors:
Connie Burr (Rutland),
Norma Chanis (Clerk-West Boylston),
William Cronin (Holden),
Susan Farr (Vice President-Sterling),
Michael Kacprzicki (Treasurer-Rutland),
Ronaldo Lu (Holden),
Patt Popple (Holden),
Helen Townsend (President-Princeton)

Mark Koslowske, Operations Manager (Holden)

Retired Board Member in 2021: Morgen Frye

Wachusett Earthday Inc. (WEI) is a seven-town collaborative effort founded to provide local and environmentally responsible solutions to the disposal of difficult items and hazardous substances and materials. WEI operates the Wachusett Watershed Regional Recycling Center at 131 Raymond Huntington Highway in West Boylston on property owned by the DCR (Department of Conservation & Recreation). The site is partially funded by contributions from the seven towns of Boylston, Holden, Paxton, Princeton, Rutland, Sterling and West Boylston as well as being supported by the MA Department of Environmental Protection. In addition to the disposal of difficult materials, WEI provides a venue for sharing gently used but still serviceable household items. All work is performed by an energetic and dedicated group of volunteers from both member and several surrounding towns, under the able guidance of one paid staff member and several organizational managers.

This past year continued to present challenges due to the Covid-19 pandemic, but having adjusted our operations and site hours in response to volunteer and visitor concerns, operations continued through the pandemic. On account of reduced hours and staffing, both volumes of goods and numbers of individuals served have declined, but only slightly.

DEPARTMENT OF PUBLIC WORKS ADMINISTRATIVE DIVISION

John R. Woodsmall, III, P.E. - Director of Public Works
Maureen Burke - Office Manager
Kara Rodwell – Senior Clerk

The Holden Department of Public Works (DPW) is comprised of six (6) Divisions: Administration; Engineering; Highway; Equipment Repair; Building & Grounds (B&G), and; Water & Sewer (W&S). The Department is responsible for the planning, design, operations and management of the Town's public works infrastructure and assets and provides professional technical and management expertise to other municipal departments and town officials. Holden's infrastructure includes roads, sidewalks, bridges, guard rail and street signs; storm water, catch basins, culverts and outfalls; cemeteries, parks and playgrounds; town-owned buildings including four (4) historical ones; the closed town landfill; town-wide fleet and equipment maintenance; public water supply including its storage, pumping and distribution; public sewer collection and pumping stations; winter snow & ice operations; and management necessary to provide safe and reliable transportation systems for each of our municipal public safety operations, residents, businesses and visitors.

MISSION STATEMENT & FOCUS

The principal mission and focus of the Holden Department of Public Works is to enhance the quality of life for all residents, businesses and visitors of Holden through responsible and sound management, innovation, teamwork and vision, and to provide dependable, high quality, responsive public works and utility services at reasonable costs.

PERSONNEL

2021 had several personnel changes affect all of the operations divisions. In the Highway Division, we welcomed Patrick Mardirosian and Joshua Furtodo and in the W&S Division we welcomed David Frankian. Two longtime mechanics, Paul DiNoia and David French retired in October and November, respectively, and Adam Roy moved from Highway to the Mechanics Division. The rest of the DPW divisions experienced stability in their staffing.



OPERATIONS

2021 was marked by the continued impact of the COVID-19 pandemic, and this virus continued to have an impact on all of the Department's operations. However, with the onset of vaccines in the Spring, the public works life returned to a semblance of normalcy, and allowed us to have a busy work season.

The construction of the new DPW Facility at 18 Industrial Drive continued, and completion of the project and our occupancy of the new site is expected to occur in the Summer of 2022.

DEPARTMENT OF PUBLIC WORKS ADMINISTRATIVE DIVISION

Operations wise, the Holden Department of Public Works had a very successful year. The winter of 2020-2021 experienced an average amount of snowfall, with a total of twenty-five (25) snow.

The winter of 2021-2022 started off slowly, with eight (8) snow and ice events totaling less than 3-inches of snow. In terms of overall climate for 2021, it was a wet year, with the wettest three (3) month period on record being recorded from July to September. This led to higher than normal sewer flows and average to lower than normal water sales.

The Department undertook a number of capital improvements in 2021. The W&S Division began the second year of a three year program to replace the water mains in the "Western States" neighborhood. Work was completed in portions of Wyoming Drive, Montana Drive and Colorado Drive. The second year of a three year upgrade of the water system's Supervisory Control and Data Acquisition (SCADA) system was completed. The B&G Division provided assistance in opening up portions of the Starbard Building and Town Hall as part of an architectural feasibility study for the rehabilitation of those buildings, and also performed a variety of small building improvement projects. The Highway Division oversaw and/or performed road work and sidewalk replacement in a number of areas. Construction of a number of private subdivisions continued, keeping the Engineering Division busy with extensive review of plans and inspections in the field.

Holden is again fortunate to have such a talented and hard working group of public works professionals who strive to deliver the highest level of customer service and satisfaction under the most challenging conditions and on a constant basis. I am very fortunate and always proud to be surrounded by such a talented and dedicated group of public works professionals.

Respectfully submitted,

John R. Woodsmall, III, P.E.
Director of Public Works



DEPARTMENT OF PUBLIC WORKS ENGINEERING DIVISION

Isabel McCauley, P.E. - Town Engineer (Promoted 11/2021)
Patrick Wood, P.E. – Senior Civil Engineer (12/2021)
Luke Haberman – Civil Engineer II (Resigned 12/2021)

PERSONNEL

After nine (9) years of service as the Senior Civil Engineer, Isabel McCauley was promoted to the position of Water & Sewer Superintendent. Patrick Wood, who had formerly served for two (2) years as the Town's Civil Engineer II but left employment for another Town at the end of 2020, was hired back as Ms. McCauley's replacement.

SEWER PERMITTING

The Department of Public Works (DPW) - Engineering Division continues to provide critical information to the residents about municipal sewer availability, connection procedures and required fees. To ensure proper sewer service installation the Engineering Division provides the inspections of installed sewer laterals prior to the contractor's backfilling the trench. A total of thirty (0) new sewer connections were witnessed for 2021. All sewer lateral locations and depths of burial information as well as the permit applications are available in the DPW - Engineering Division office located in the Town Hall.

WATER QUALITY & SUPPLY

The DPW - Engineering Division inspected fifteen (15) new water service connections. New water meters were installed by the DPW - Water & Sewer Division for each of these new services.

STORMWATER

The DPW-Engineering Division continued the management of the Town's compliance with its National Pollutant Discharge Elimination System (NPDES) Small Municipal Separate Storm Sewer System (MS4) General Permit, as administered by the Environmental Protection Agency (EPA). On September 30, 2021, the third annual report for the period of July 1, 2020 – June 30, 2021, under the MS4 General Permit requirements was submitted to the EPA and the Department of Environmental Protection (MassDEP). The DPW-Engineering Division continued the Town's representation in the Central Massachusetts Regional Stormwater Coalition (CMRSWC), with both John Woodsmall and Isabel McCauley serving on the Steering Committee for the CMRSWC. The CMRSWC provided annual training of Standard Operating Procedures for maintenance of Parks and Open Space, Building and Facilities and Vehicles and Equipment, as well as Illicit Discharge Elimination and Detection System. Additionally, the DPW-Engineering Division, through the CMRSWC, continued the Town's representation in the Statewide Municipal Stormwater Coalition which is formed by regional stormwater coalitions across the Commonwealth, in order to facilitate collaboration and promote more effective and efficient management of stormwater. MassDEP awarded the statewide coalition a municipal grant of \$75,354.00 for public education and outreach as part of the MS4 permit. As a result of this effort, the "Think Blue Massachusetts" video "Fowl Water 2019" was translated into Spanish and more educational materials were provided to continue awareness of stormwater and to comply with the public education annual requirements of the MS4 General Permit. Over 30,911 social media impressions were received from Holden residents, including approximately 3,345 impressions for the Spanish language video. CMRSWC created Facebook page and Instagram account to

DEPARTMENT OF PUBLIC WORKS ENGINEERING DIVISION

supplement the existing Twitter account. Weekly messages were distributed through social media to target residents, developers, businesses, institutions, commercial and industrial facilities. Topics on ways to reduce water pollution included proper disposal of hazardous wastes, preparation for winter conditions, proper car washing, septic system maintenance, yard maintenance, and pet waste disposal. Over 2,500 impressions were added to Facebook, 2,200 impression on Instagram, and over 3,000 posts to Twitter.

The Town's General By-Laws, including the Stormwater Management Bylaw, were amended at the May 17, 2021 Annual Town Meeting. On June 21, 2021 the Town's Stormwater Rules and Regulations were adopted at a public hearing and the Stormwater Committee was formed. The Stormwater Committee reviews Land Disturbance permit applications submitted to the Town. All Stormwater Committee meetings are open to the public.

The Town contracted with Truax Corporation for the second year to clean and measure the inverts and sump elevation of all municipally owned catch basins. Last year and this year, o all catch basins (over 4,000) were cleaned and measured to provide a baseline of sump capacity and sediment detention. The Town continued its second year with Fuss & O' Neil, Inc., to complete dry weather screening of all unscreened outfalls. Both the catch basins cleaning frequency and the outfall screening are requirements of the MS4 permit.

The Town maintains the stormwater information on the Town's website under the Department of Public Works.

The Division updated its Stormwater Management Plan (SWMP). A copy of this plan is available in the Town's website.

SUBDIVISIONS

The DPW - Engineering Division routinely assists the Planning Board, Conservation Commission and Zoning Board of Appeals with the review of site plans; preliminary and definitive subdivision plans; Approval-Not-Required (ANR); and "as-built" plans, and offers professional technical review of hydrology and hydraulic modeling and studies for Site Plan and Definitive Subdivisions applications approval.

The Division is responsible for inspections of all utilities and roadway construction for all subdivisions. The inspections are performed routinely throughout the construction process to ensure proper construction methods are employed and that all utilities are installed in accordance with the approved plans and details. Post-construction inspections are performed by the Division as well as the witnessing of water and sewer main testing to ensure that the systems are free of any deficiencies. The Division also coordinates all work and procedures associated with other DPW Divisions, namely the Highway and Water & Sewer Divisions during proposed street acceptances.

In 2021, the Town accepted approximate 4,700 feet of new roads, which included Jordan Road, Stanjoy Road and Shays Lane as public roadways.

The Division provided design review and/or inspections on a number of subdivisions, including Parson's Rest (located off of Salisbury Street), Torrey Lane Extension (located off of Torrey Lane), Pine Tree Estates (located between Salisbury Street and Bailey Road), Tea Party Circle (located off of Newell Road), Sunshine Ridge (located off of Bailey Road), and Danielle Lane (located off of Wachusett St (Rte 31)). The Division

DEPARTMENT OF PUBLIC WORKS ENGINEERING DIVISION

provided supplementary inspection services to Greenwood Estates II (located off of Union St and Highland Ave).

STREET OPENING PERMITS

A total of sixty four (64) street entry permits were issued for 2021. These permits include any and all excavation within the public right-of-way for utilities, driveways and new subdivision roadways. Inspections are required before and after the permits are issued to ensure compliance with the street entry requirements.

PROJECTS

The Division oversees and manages contracted services for all post-closure monitoring activities for the Town-owned landfill on River Street. In 2021, the Town continued to conduct additional monitoring and sampling activities at the monitoring wells, and surface water and sediments within the leachate seeps along the Quinapoxet River banks. Quarterly reports were submitted to the MassDEP. The Town submitted an updated Corrective Action Alternatives Analysis (CAAA) to MassDEP, which was originally submitted in 2020. The Town received an approval letter from MassDEP dated October 12, 2021.

The Division manages and maintains the Town's Geographic Information System (GIS) online mapping system and a web-based management system for the administration of data, assets and time resources for each of the DPW Divisions. As part of maintaining the Town's GIS website, the Division manages the annual parcel map updates for compliance with the MassGIS Level 3 Standard.

The Division maintains the online permitting system for sewer and water connection permits, hydrant rentals, and street entry permit. Public service calls are managed using an online work order system which streamlines the process.

The Division manages and maintains a local master address database and periodically notifies local, state and federal agencies of new addresses.

The Division continued its management of street line painting operations. In 2021, street handwork such as crosswalks and letters and municipally owned parking lots were repainted.

The Division applied for and received a the first Complete Streets Funding grant of \$146,383.50 from MassDOT for the construction of new sidewalks on the south side of Highland Street between Main Street and Bascom Parkway, including and new ADA-compliant ramps, crosswalks and various sidewalk repairs at multiple locations along the north side of Highland Street. The project will provide ADA-compliant connections to the Holden Public Library, Town Hall, Center for Aging and Farmer's Market, while also providing ADA-compliant connections to the Davis Hill Elementary School. A portion of the funding will



DEPARTMENT OF PUBLIC WORKS ENGINEERING DIVISION

also be set aside to construct a pedestrian connection between Dorothy Avenue and Jamieson Road, providing a new connection to Davis Hill Elementary School.

The Transportation Improvement Project (TIP) program for the Shrewsbury St / Doyle Rd roadway was advanced to the 25-percent design stage. The plans were submitted to MassDOT and a public hearing, hosted by MassDOT, was planned for 2022. It is expected that additional public meeting with residents and other stakeholders will be scheduled throughout the rest of the TIP process, with an expected design completion in 2023. The estimated cost of the project is \$8.2 million and includes pedestrian improvements in the area of Main St (Route 122A) and Shrewsbury St. In particular, this includes the addition of a sidewalk along the jug handle and Bank of America. Construction is expected to begin as early as fall, 2024.

The Division continued to work with Vanasse Hangen Brustlin, Inc (VHB) in the development of the bridge/culvert inventory and long term maintenance plans. Design and permitting for high priority culverts resulting from this study were continued throughout the year. Advancing preliminary plans or performing the construction of the culverts is expected throughout 2022.

The Division worked with MassDOT and engaged Tighe & Bond (T&B) to complete and permit the design of the drainage upgrades for the area of Holt Rd, William St, Laurelwood Rd, Boyden Rd, and Main St. The project proposes to redirect flow from cross-country connections into the public roadway. Final construction plans and specification were developed. The construction is scheduled to begin in the spring of 2022.

The Bullard Street culvert repairs were designed and successfully permitted through Conservation Commission, DCR, MassDEP Water Quality Division, and Army Corp of Engineers.

The Quinapoxet St over the Tannery Brook culvert replacement has been advanced to the 100% design level and has received the necessary environmental permitting. The Engineering Division engaged The Engineering Company (TEC) to perform the final design for the culvert, in conjunction with Tighe and Bond's design plans for a small section of water main relocation, which will be needed to successfully install a new culvert. It is anticipated that the final design and construction will be completed in 2022.

After selecting CBI Consulting, Inc. as the Town's On Call Architectural and Engineering Services (House Doctor), a number of projects, including HVAC upgrades for the Mayo elementary school, Dawson Pool building repairs, and building assessments for Town Hall and Starbard began in 2021. It is expected that additional work for Town owned buildings will continue throughout 2022, including repairs to the Recreational Department building, Senior Center HVAC upgrades, Space Needs analysis for the Holden Municipal Light Department (HMLD) and the exterior painting of the Starboard Building.

The Division provided bidding and administrative services for the annual contracts for road maintenance.

Finally, the Division continued its coordinate with the City of Worcester for the multi-year project to replace the Quinapoxet Reservoir Water Transmission Main, located on Whitney Road, Princeton Street, Main Street, and Kendall Road. Construction started in spring 2020 and continued through late fall 2020. The project was successfully completed in 2021.

DEPARTMENT OF PUBLIC WORKS
ENGINEERING DIVISION
PROJECT SUPPORT

As an integral part of the Department of Public Works, the Engineering Division provided support to various levels of municipal Town operations throughout 2021 including drainage repairs and improvements, construction supervision, water main breaks/repairs, and Chapter 90 State-Aid and Town-funded road, sidewalk and drainage construction projects. Project updates can be found in the Town's website under the following link <https://www.holdenma.gov/department-of-public-works/pages/active-department-of-public-works-projects>

Respectfully Submitted,

Patrick Wood, P.E.
Senior Civil Engineer

John R. Woodsmall, III, P.E.
Director of Public Works

DEPARTMENT OF PUBLIC WORKS HIGHWAY DIVISION

Christopher DeMoranville - Supervisor of Operations
John Whipple - Highway Working Foreman
Jon Scott - Equipment Operator III
Philip Waldo - Equipment Operator III (resigned 9/2021)
Steven Stewart - Equipment Operator II
Justin Kublbeck - Equipment Operator III
Jason Putnam - Equipment Operator III (promoted 9/2021)
Adam Roy – Equipment Operator II (transferred to Mechanics 10/2021)
Jeffrey Weinheimer – Equipment Operator II
Patrick Mardirosian – Equipment Operator II (hired 11/2021)
Josh Furtado – Equipment Operator II

2021 HIGHLIGHTS

The winter of 2020-2021 saw an average amount of snowfall. The winter of 2021-2022 started off quietly with less than 3-inches of snowfall by the end of December. There were a total of twenty-five (25) snow and ice events in the winter of 2020-2021, with a total of 77-inches of snowfall as measured at Worcester airport.

During the construction season, using a combination of Highway Division managed projects and Contractor managed projects, approximately 3.05-miles of road were re-surfaced, and approximately .1-miles of new sidewalk was added. The sidewalk work also included the upgrade of all curb cuts to allow for full handicap accessibility in those areas. Improvements to drainage infrastructure was performed for most of these areas prior to the start of road re-surfacing.

2021 saw a significant amount of rain. The results were washed out areas on the edges of the roads. The Highway Division repaired many roadside areas with new berm to prevent future problems. The high number of rain days also delayed our paving projects from a typical mid-summer start to an early fall start. Even with the late start the paving was completed before the first snowflakes fell.

GENERAL OPERATIONS

Snow removal remains a top priority of the Highway Division, in order to provide the safest possible road and sidewalk conditions during the winter months. This task is undertaken by the combined efforts of the DPW - Highway, Equipment Repair, Water & Sewer, and Building & Grounds Divisions. The Town does not contract outside snow plowing or salting services and all work is performed in a very cost-effective and professional manner utilizing dedicated town employees.

To provide reliable, safe and timely snow plowing and salting services - the Highway Division reminds Holden residents not to plow, shovel, or snow blow snow onto the public ways. Depositing snow onto a public way is a violation of a Holden "by-law" and fines may be assessed to violators. To assist our equipment operators during plowing operations and to minimize damages to private property - residents are advised to install snow stakes at the edge of the street to identify walls, fences and/or other related private assets covered by snow. It is also recommended that mailboxes be secured and set back from the roadside to prevent damage from the snow that is displaced during the snow plowing operations. The majority of resident mailbox-related damage customer requests can be avoided if residents make

DEPARTMENT OF PUBLIC WORKS HIGHWAY DIVISION

necessary repairs and secure their mailboxes prior to the commencement of the winter season. Similarly, it is the property owner's responsibility to clear snow in front of their mailbox and at the end of their driveways. Property owners are also advised to place snow on the roadside end of their driveways on the downward side of the travel lane of their driveway aprons to reduce large deposits of snow resulting from snow plowing operations.

Members of the Highway Division have many years of experience dealing with winter weather conditions. During snow events it important to note that when traveling - residents and commuters alike - can assist our snow plow equipment operators and avoid collisions/minimize windshield damages - by keeping a safe distance of at least three hundred (300) feet behind Town-equipment at all times. Our trucks make frequent stops and turns to provide safe and reliable public roads (and sidewalks) for our residents and businesses. Your patience, courtesy, and stopping to think goes a long way in making winter driving safe for all.

In the spring, the Highway Division solicited bids for a variety of roadway treatments, including: reclamation (pulverization); crack sealing, micro surfacing and; new hot mix asphalt. During the construction season, twenty nine (29) different streets received some sort of surface treatment, representing approximately 9.68-miles of road. Not including crack sealing or micro surfacing, over 1.65-miles of road received new hot mix asphalt, sidewalk ramps and/or curbing. A total of approximately 1,905-feet of new berm was installed. The resurfacing projects was completed in a cost-effective and timely manner by utilizing the DPW – Highway Division acting as the General Contractor. The Highway Division also completed many smaller highway-related projects throughout the Town during the construction season and responded to numerous customer-related service requests.



The leaf composting and brush chipping facility was staffed during various times throughout the year by Highway, Equipment Repair, and Building & Grounds Division employees. This service is a very popular operation for the residents of Holden. The materials generated from this program are processed by the DPW and used on soccer fields, baseball fields, and numerous town-wide DPW projects. The Highway Division maintains a small quantity Woodchips available for resident use at no charge. For winter use by residents, the DPW maintains a small quantity of winter sand/salt mix at our DPW Adams Road Facility.

We would like to thank all employees of the DPW – Highway and Buildings & Grounds Divisions that worked on these projects.

Respectively submitted,

Christopher DeMoranville
Superintendent of Operations

and

John R. Woodsmall, III, P.E.
Director of Public Works

DEPARTMENT OF PUBLIC WORKS
HIGHWAY DIVISION
LOCAL ROADS

2021 – HIGHWAY MAINTENANCE

Sidewalk Maintenance and Construction

Routine "town-wide" sidewalk patching and repair was performed to existing sidewalks. Berm reconstruction was performed along Salisbury St. New concrete ramps and granite curb along the radius of the intersections were installed along the Salisbury St area of work.

Service and Dig Safe Requests

The Highway responded to three hundred sixty six (366) service requests.

Drainage

Storm drainage work included the installation, replacement and/or repair of drain manholes, catch basins, and pipes of various sizes on all streets that received new hot mix asphalt overlays. Over 100-feet of drainage pipe was installed and/or replaced.

2021 –MILLING AND PAVING
WITH FOUR (2) INCH – HOT MIX ASPHALT

Street	From	To
Salisbury Street	Pine Tree Ln	Lexington Circle
Sterling Road	House #280	Town Line

2021 – CRACK SEALING PROJECTS

Street	From	To
Wachusett St	Chapel St	Union St
Wayland Circle	Woodridge Rd	Oak Circle
Woodridge Rd	Shrewsbury St	Woodridge Rd
Winfield Rd	Woodridge Rd	Woodridge Rd
Juniper Lane	Shrewsbury St	cul-de-sac
Anderson Ave	Shrewsbury St	Town Line
Cedar Rd	Allen Rd	Cedar Rd
Pinebrook Ln	Wachusett St	cul-de-sac
Homestead Rd	Shrewsbury St	End
Chaffins Ln	Homestead Rd	End
Cumberland Cir	Homestead Rd	cul-de-sac
Clearview Cir	Allen Rd	cul-de-sac
Birch Hill Rd	South Main St	cul-de-sac
Quinapoxet St	Wachusett St	Tannery Cir
Parker Ave	Shrewsbury St	City Line
Acorn Dr	Parker Ave	End
Woodhaven Rd	Acorn Dr	Acorn Dr
Hultin Cir	Parker Ave	cul-de-sac
Colonial Rd	Main St	Edgewood Dr

DEPARTMENT OF PUBLIC WORKS HIGHWAY DIVISION

2021 – CRACK SEALING PROJECTS CONTINUED

Somerset Ln	Colonial Rd	Edgewood Dr
Edgewood Dr	Colonial Rd	End
Mayflower Cir	Colonial Rd	Colonial Rd
Wentworth Dr	Parker Ave	End
John St	Parker Ave	Anthony Dr
Anthony Dr	Shrewsbury St	cul-de-sac

2021 – MICRO SURFACING PROJECTS

Street	From	To
Manning Street	General Hobbs	Town Line

In summary, the Highway Division completed a total of 9.68-miles of public road surface improvements, representing approximately 8-percent of the total miles of public roads in Holden.

GENERAL MAINTENANCE

General maintenance activities completed during 2021 includes:

- Cleaning and inspecting numerous drainage structures.
- Approximately one hundred and twenty (120) miles of roads were swept, plowed, sanded and/or inspected for defects.
- Twenty (20) miles of sidewalks were swept and plowed.
- Public schools including Dawson, Mayo, Davis Hill, and Mount View Schools were plowed, sanded and swept.
- Each of the public building facilities were plowed, sanded, and swept.
- Numerous street and warning signs were repaired and/or replaced town-wide.
- 1,905-feet of berm repaired or replaced.
- Two (9) new handicap accessible curb cuts (ramps) were installed.
- Sixty-six (51) manholes and catch basins were repaired or replaced.
- Two Christmas tree chipping days were held in January at Adams Road.

DEPARTMENT OF PUBLIC WORKS BUILDINGS AND GROUNDS DIVISION

Jeremy Glynn - Working Foreman
James Ringgard – Equipment Operator III
Daniel Deptula - Equipment Operator III
Dillon Barnes - Equipment Operator III
Jacob Annunziata Equipment Operator II
Gary Gauthier - Laborer-Buildings
Timothy Granger - Laborer-Grounds
Teddy King – Laborer-Buildings

YEAR 2021 HIGHLIGHTS

The Building & Grounds (B&G) Division of the Department of Public Works is responsible for the maintenance of all Holden municipal properties, including the various cemeteries and all recreation areas. Daily janitorial services are also provided at the Town Hall, Starbard Building, Library and the Senior Center. The daily operations of the physical plant at the Dawson recreation area are included in the Division's duties from May through September. Jeremy Glynn, Jim Ringgard and Dillon Barnes are each licensed Certified Pool Operators. Jeremy Glynn, Timothy Grainger and Jacob Annunziata are each licensed as Pesticide Applicators.

The B&G Division completed several significant projects this past year. The continuing COVID-19 pandemic saw the Library looking for new ways to utilize their spaces. Building and Grounds was able to build a new outdoor space and install a shade structure. The Town pool complex also saw a mechanical improvement. The domestic water heater that supplies hot water to the bath house showers sinks had reached the end of its service life and was replaced. The construction began in September and was completed at the end of October.



DEPARTMENT OF PUBLIC WORKS BUILDINGS AND GROUNDS DIVISION

The B&G Division has a continued focus on improving the playing fields this year. A new fertilization program began in the spring. A new piece of equipment was also purchased to help aerate and over seed the fields. The former Rice School Field saw some maintenance as well with the removal of the brush and overgrowth along the fence line surrounding the field and tennis court areas. The Highway Division also assisted with the removal of stumps and walkway.

A cleaning contractor was used to provide custodial services at the Recreation Building, Starbard Building, Town Hall, Gale Free Library, and Senior Center. The three year contract term expired this year. When the services were re-bid the Public Safety Building was added. The use of this contractor has allowed B&G Division staff to perform more work with existing manpower, while still accomplishing the daily cleaning activities necessary in these heavily trafficked buildings.

PARKS, RECREATION AREAS & SCHOOL FIELDS

Trout Brook Reservation Lodge received continued daily attention and weekend coverage throughout each of the seasons. The Lodge facility is used regularly for rentals by various church and civic groups and is well received by those who used the facility. Mayo School, Davis Hill School, Mount View School, Dawson School and Recreation Area, and Jefferson Field were primarily maintained by Jacob Annunziata. Spring and fall turf maintenance for each of these areas are performed with the assistance from other B&G Division employees. Timothy Grainger maintained each of the other smaller park areas with assistance from Gary Gauthier and Dillon Barnes. This work also included grass mowing at the Town Hall, Starbard Building, Damon House, Hendricks House & Barn and the Senior Center.

Mason Park, Jefferson Park, Kimball Park and Winthrop Oaks Park were well-maintained on a regular basis throughout the growing season and all baseball and soccer fields received necessary field repairs throughout the season. Also, the various mini-parks along Main Street were also maintained throughout the year to provide beautification to Main Street.

In conjunction with our Highway Division personnel, all roadway shoulders and intersections were mowed from May through October using our roadside tractor Boom Flail. The Christmas tree program proved useful and was very well received, with two Saturdays open for drop-off. Numerous smaller projects were completed in Town buildings throughout the year. The combined cooperative efforts of the B&G and Highway Divisions resulted in the cost-savings and timely completion of numerous important behind-the-scenes projects and day-to-day tasks. All told, the B&G Division responded to five hundred fifty-nine (559) requests for service.

DEPARTMENT OF PUBLIC WORKS BUILDINGS AND GROUNDS DIVISION

CEMETERIES

Grove Cemetery and Park Avenue Cemetery together with the Historic Cemetery were maintained by Daniel Deptula - an extremely large and busy task - but one that is managed well and which receives many compliments each year for the outstanding level of work performed. In 2021 COVID-19 restrictions changed and we were able to return to normal staffing levels of seasonal helpers.



Additionally, during an intense wind storm in May of 2020, a large pine tree snapped in half and fell on the Cemetery Garage, destroying the garage in the process. Luckily, this damage occurred after hours and no personnel were harmed. Also, while the garage was destroyed, the cemetery equipment stored inside the garage was protected. Temporary storage containers were rented to store the equipment while the new garage building was designed. The replacement structure was constructed in early 2021. The building is now fully occupied and serving the Cemetery well.

In 2021, sixteen (16) cremation burials and thirteen (13) full burials occurred.

We would like to thank each of the talented, hardworking and dedicated members of the DPW – Buildings & Grounds Division for another successful year.

Respectfully submitted,

Christopher DeMoranville
Superintendent of Operations

and

John R. Woodsmall, III, P.E.
Director of Public Works

DEPARTMENT OF PUBLIC WORKS MECHANICS DIVISION

David French - Mechanic Foreman (retired 11/2021)
Paul DiNoia – Mechanic (retired 10/2021)
Robert Schwartz – Mechanic
Adam Roy – Associate Mechanic



The DPW - Equipment Repair Division maintains all DPW, Municipal Light, Fire, Police and general municipal vehicles, in addition to servicing each of the thirty (30) sewer pumping stations, generators and fuel storage tanks – to assure that all equipment is ready, reliable and safe for day-to-day and emergency-related use. The work completed this year included the complete overhaul of various Town vehicles in addition to providing day-to-day preventative maintenance and/or repairs for over one-hundred and twenty (120) pieces of Town-owned heavy equipment, vehicles and construction-related equipment. We are appreciative of the dedication and hard work performed by our talented equipment repairmen and mechanics.

The Mechanics Division saw the retirement of two long tenured employees. David French, Mechanic Foreman, and Paul DiNoia, Mechanic, both provided the Town with many years of superior service and dedication. Their mechanic skills will be greatly missed, and we wish them well in their retirement.

The activities of the Equipment Repair Division in 2021 included:

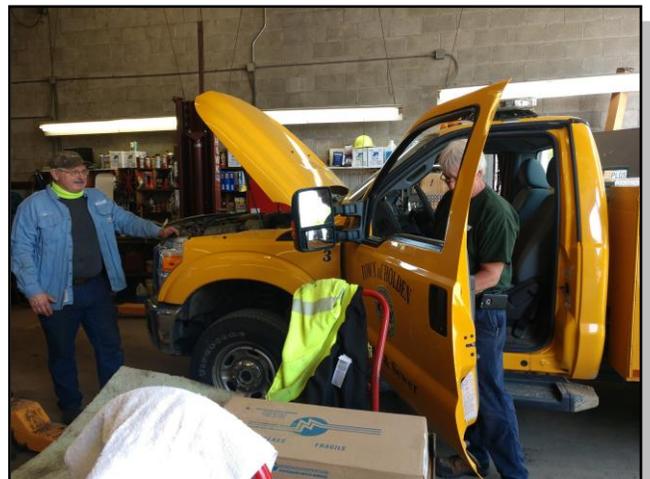
- All DPW, Fire, Police, Light Department and general municipal vehicles were serviced and maintained.
- Continued to provide assistance to all Town Departments throughout the year on various projects.
- Monitored and maintained the fuel dispensing system and record-keeping aspects for all Town vehicles.
- Responded to two hundred eighty-one (281) requests for service from all Town Departments.

Respectfully submitted,

Christopher DeMoranville
Superintendent of Operations

and

John R. Woodsmall, III, P.E.
Director of Public Works



DEPARTMENT OF PUBLIC WORKS

WATER AND SEWER DIVISION

Isabel McCauley, P.E. - Water & Sewer Superintendent (promoted 11/2021)
Ryan S. Mouradian, P.E. - Water & Sewer Superintendent (resigned 10/2021)
Kara Rodwell- DPW Senior Clerk
Adam Perkins -Water & Sewer Foreman
Kenneth Dunn - Water & Sewer Operator (WO) III
Justin Pedersen – Water Operator III
Luis Garcia – Water Operator IV
Dana Stoddard – Water Operator IV (resigned 6/2021)
Richard Wheeler - Water Operator III
Andrew Bondar - Water Operator II
David Frankian - Water Operator I

HIGHLIGHTS

Through the beginning of 2021, the Water & Sewer (W&S) Division continued to deal with the societal impacts of the Covid-19 pandemic. The W&S Division personnel ensured that clean, safe drinking water was available twenty-four hours a day, and that the sewage collection system safely removed sewerage from the Town and sent it for treatment. Precautions were taken when entering customer homes to protect all parties, but appointments were kept as scheduled. With the availability of vaccines in the Spring of 2021, a sense of normalcy began to return.

In October, Ryan Mouradian departed to become a DPW superintendent in a nearby municipality. In his place, Isabel McCauley, long time Senior Civil Engineer, was promoted to the Water & Sewer Superintendent position. We look forward to Ms. McCauley's leadership and skills being put to good use in the W&S Division.

Water mains were replaced on Colorado Circle, a portion of Colorado Drive, Montana Drive, and a portion of Wyoming Drive as phase two of a three phase project to replace water mains in the "Western States" neighborhood and the east end of Shrewsbury Street. This replacement included both the replacement and addition of fire hydrants and new water services from the water main to each house's water shutoff. This neighborhood has historically been an area where water breaks were frequent and the water main was undersized for fire flow.

Sections of the water main on Main Street between Boyden Road and Bancroft Road were replaced in anticipation to the Main Street Drainage Improvement project. In addition, sections of the water main on Main Street at the intersection of Mayo Drive and Bailey Road were replaced in anticipation of the MassDOT Main Street resurfacing project scheduled for 2022.

A contractor completed a leak detection survey of the entire water system during the summer months. This survey discovered a total of 17 leaks, 10 being leaking hydrants and 7 being leaks on water services. Hydrants typically leak when they are not closed properly. The service leaks discovered were a combination of services owned by the Division and owned by Homeowners. All leaks were repaired within fourteen days of the Division being notified of the leak.

A large sewer infiltration/inflow (I/I) elimination project was completed at various locations throughout Town. This included work in both manholes and main line sewers to eliminate clean ground water from

DEPARTMENT OF PUBLIC WORKS WATER AND SEWER DIVISION

entering the sewer system. All water in the sewer system has costs associated with transport and treatment, therefore it is important to remove clean water from the system.

The W&S Division and the Holden Municipal Light Department worked jointly on a Request for Proposal (RFP) for advanced metering infrastructure implementation. This project will include the replacement of existing meters with approximately 8,500 solid-state electric meters, 7,300 advanced metering infrastructure (AMI) modules for water meters, and data collection. This project also includes the integration of the current billing system with a modernized customer portal and meter data management system. The goal of this work is to provide equitable metering, improved customer service, water conservation, and improve metering operations efficiency. Most of 2021 included the selection process for a qualified contractor. A notification of award was provided and contract documents were being reviewed. This project is expected to start in late fall 2022.



For the fifth consecutive year, An American Water Works Association (AWWA) M36 Level 2 Water Audit was conducted using grant monies from the Massachusetts Department of Environmental Protection (MADEP). This audit is the fourth Level II audit, which expands on the Level 1 audit completed in 2017 and is a good yearly benchmark looking into all facets of the water system including pumping data, billed data and financial data. The Division's scores have improved with each audit showing progression towards the best operated and managed system possible.

The Town has continued with ongoing litigation against the City of Worcester and the Massachusetts Department of Conservation and Recreation (DCR). This litigation process has been ongoing since May of

DEPARTMENT OF PUBLIC WORKS WATER AND SEWER DIVISION

2013. The litigation is in regards to the unfair charges paid by the Town for the transport of sewage through the City, to the Upper Blackstone Water Pollution Abatement District. The litigation process will take several years before it reaches a conclusion. However, given the extremely unfair sewer transport rates charged to the Town by the City, the potential exists for substantial cost savings in the Water & Sewer Enterprise fund, if the litigation is successful. A Jury trial was originally scheduled for July of 2021. However, due to COVID related delays in the court system, the trial has been delayed until July of 2022.

GENERAL OPERATIONS

During 2021 the DPW - Water & Sewer Division personnel continued to diligently operate and maintain the water and sewer systems. Twenty-five (25) water system breaks or leaks were identified and repaired (by the Division or private contractors). A total of fifteen (15) new water service connection permits were issued, and a total of thirty (30) new sewer service connection permits.

The Division responded to a total of eight hundred one (801) requests for service in 2021.

In addition to providing diligent service to the Town of Holden during normal business hours, Water & Sewer Division personnel were essential in providing twenty-four hour a day on-call coverage for emergency calls from both police dispatch and automated water and sewer system alarms. Water & Sewer Division Personnel also provided staffing seven days a week over the course of the year to conduct all required daily activities, including all weekends and holidays.

Many thanks go out to the very dedicated, hardworking and talented DPW – Water & Sewer Division team, whose combined efforts made for a very productive, safe and successful year, delivering excellent service to the residents and rate payers.

Respectively submitted,

Isabel F. McCauley, P.E.
Water & Sewer Superintendent

And

John R. Woodsmall, III, P.E.
Director of Public Works

DEPARTMENT OF PUBLIC WORKS WATER AND SEWER DIVISION

WATER SUPPLY

Holden produced 322.556 million gallons of water (or 66-percent of the total supply) from our four well fields; Holden purchased 169.068 million gallons of water (or 34-percent of the total supply) from the City of Worcester through the Brattle Street and Salisbury Street Interconnections. In 2021, the total quantities of water produced and purchased are as follows:

Wachusett Street Water Treatment Plant		
<i>(Includes Quinapoxet Wells and Mill Street Well Field)</i>		
Quinapoxet Wells	146.489 million gallons	30%
Mill Street Well Field	<u>117.417 million gallons</u>	<u>24%</u>
	256.429 million gallons	54%
Mason Road Well Field	22.890 million gallons	5%
Spring Street Well	35.758 million gallons	7%
Worcester Interconnections		
Salisbury Street	67.237 million gallons	12%
Brattle Street	<u>161.453 million gallons</u>	<u>29%</u>
	228.691 million gallons	41%
Total (produced/purchased)	546.468 million gallons	100%

The Town currently operates four (4) groundwater well fields, four (4) water storage tanks, two (2) interconnections with the City of Worcester, four (4) booster pump stations, four (4) pressure reducing/flow control vaults, and over one hundred and eight (108) miles of water mains of various types, sizes and ages with approximately twenty-five (25) miles of cast iron water mains, forty-five (45) miles of asbestos cement water mains and thirty-five (35) miles of cement lined ductile iron water mains.

The Town's water supply sources include the Spring Street Well which is a gravel-packed well that produces approximately 90,000 to 100,000 gallons per day; the Wachusett Street Water Treatment Facility which is comprised of the Quinapoxet two (2) gravel-packed wells and Mill Street well field that produces approximately 700,000 to 800,000 gallons per day; and lastly, the Mason Road Well which is a tubular well field that produces approximately 70,000 to 90,000 gallons per day. Each of the wells is treated with Potassium Hydroxide that raises the pH to make water less corrosive and Sodium Fluoride for dental protection. Holden also purchases and treats water from the City of Worcester to supplement its water supply.

WASTEWATER DISPOSAL

The Town of Holden maintains twenty-nine (29) sewer-pumping stations, one (1) sewer flow meter, and over seventy-eight (78) miles of sanitary sewer mains. More than half of the Town remains on the municipal sewer system – of which 67% of the sanitary sewer mains are tributary to our sewer-pumping stations, 31% discharge directly into the Rutland-Holden Trunk and Relief Sewer (RHTRS), and 2% discharge into West Boylston, through the Parker Avenue sewer flow meter. The Town of Holden does

DEPARTMENT OF PUBLIC WORKS WATER AND SEWER DIVISION

not treat its own sewage and all sewage flows are transported into Worcester to the Upper Blackstone Water Pollution Abatement District (UBWPAD) treatment facility through the RHTRS and the Parker Avenue sewer flow meter.

The Town of Holden's wastewater is transported into the Department of Conservation & Recreation (DCR) – Commonwealth of Massachusetts sewer trunk line through the Rutland-Holden Trunk and Relief Sewer (RHTRS), through the City of Worcester and eventually to the Upper Blackstone treatment facility located in Millbury, Massachusetts. In doing so, the Town of Holden makes annual payments to: DCR for the use of the RHTRS trunk line; the City of Worcester for the use of their sewer main system; and the Upper Blackstone Water Pollution Abatement District for the final treatment of the Town's wastewater.

Each of these payments makes up the majority of the Town's sewer expense line items in the sewer budget and in turn results in an increase to our customer's sewer bill. In total, these three expenses total \$2.40 million in the FY2020 projected expenditures which accounts for over 34-percent of the projected expenditures in the Water & Sewer Enterprise Fund Budget.

During 2020, the town conveyed approximately 492 million gallons of sewage to the City of Worcester system for ultimate treatment at the UBWPAD treatment facility and a total of forty-seven (47) new sewer connections were inspected and approved by the DPW – Engineering Division.

UPPER BLACKSTONE WATER POLLUTION ABATEMENT DISTRICT FACILITY

The Upper Blackstone Water Pollution Abatement District (District) has provided wastewater treatment to its member communities for over 35 years. In 2020 the treatment facility continued to discharge the cleanest water to the Blackstone River in its history. The District continued to serve its members and the greater community by operating cost-effectively to provide advanced treatment for nutrient removal.

The District continues to face the challenge of satisfying more stringent federally mandated regulatory permit limits (some of the most stringent limits in the country). The District's previously contested 2008 National Pollutant Discharge Elimination System (NPDES) Permit limits became effective on October 10, 2012. Construction of the Phase A improvements, which total approximately \$120 million, were substantially completed in the late fall of 2019. Work on the design of the Phase B improvements has been completed, and the District continues to await a decision from the United States Environmental Protection Agency as to when the Phase B work should commence.

The mission of the Upper Blackstone Water Pollution Abatement District remains "to provide environmentally responsible, high quality, cost effective services to its customers in the Worcester area of Central Massachusetts while protecting the water quality and uses of the historic Blackstone River".

Respectfully submitted,

Isabel McCauley, P.E.
Water & Sewer Superintendent

and

John R. Woodsmall, III, P.E.
Director of Public Works

HOLDEN MUNICIPAL LIGHT DEPARTMENT

SELECT BOARD/LIGHT COMMISSIONERS

Chiara M. Barnes, Chairman
Anthony M. Renzoni, Vice Chairman
Richard Bates, Clerk
Geraldine A. Herlihy, Member
Robert P. Lavigne, Member

MUNICIPAL ELECTRIC POWER ADVISORY BOARD

Steven Sendroski, Chairman
Scott Carlson
Peter Elkas
Richard Farrell
Peter Liddy
Dan Golden

HISTORY

The Holden Municipal Light Department (HMLD) was established by Town Meeting on September 5, 1911 and delivered its first electricity on January 26, 1912. On 1911, \$600 was approved to “install an electric lighting system in the Town Hall, Damon Memorial, two engine houses, the Rice School and the School house in Jefferson.” Since then, the Department has expanded to provide reliable and efficient electric power and services to more than 8,200 customers within the Town with annual revenues exceeding \$14.5 million and about 103 million KWH. The Board of Selectmen acts as Light Commissioners and are assisted by the Municipal Electric Power Advisory Board, which is consulted on various Department matters.

LOOKING BACK

HMLD was successful in achieving our three top priorities – (1) worker and public safety, (2) reliable service delivery and (3) reasonable and attractive electric rates.

DELIVERING THE POWER

HMLD’s electric distribution system is connected to National Grid’s 69,000-volt (69 KV) transmission system. At the Department’s two substations, Chaffins and Bullard Street, the power is “stepped-down” to the system’s primary voltage of 13,800 volts (13.8 KV). From there, the network further reduces the voltage to levels that support the needs of residential, commercial and industrial customers.

The Holden Municipal Light Department is a member of the Massachusetts Municipal Wholesale Electric Company (MMWEC), a public joint action agency that owns and operates two power plants, is a joint owner of several others, manages and brokers its members' bulk power supply and acts as an advocate among regional and federal power authorities.

HOLDEN MUNICIPAL LIGHT DEPARTMENT



The entire New England electric system operates under rules and requirements of ISO New England, a regional transmission organization under the jurisdiction of the Federal Energy Regulatory Commission. Since ISO New England was established over 20 years ago, the wholesale electricity market has become increasingly complex and, on several occasions, subject to dramatic price volatility.

Withstanding the many changes to the industry, public power has remained a very good value for Holden customers. HMLD is always monitoring opportunities to purchase power through contracts and/or joint ownership arrangements. Maintaining a secure, diverse, reasonably priced and carbon-neutral portfolio is a top priority.

The most recent addition to our generation portfolio has been wind power. HMLD is a member of the Berkshire Wind Power Cooperative that owns a 15 MW wind energy

facility consisting of ten 1.5 MW wind turbines located on Brodie Mountain in Hancock, Mass. The project went into service in 2011. Holden's share is 6.8% or 1,022 KW. In December 2016, the Light Department also began receiving power from the Hancock Wind Project in Maine under a long term, fixed price contract.

Over the past several years, HMLD was able to lock in a significant portion of its power needs through 2021 at very reasonable prices. Since approximately 80% of the HMLD's costs are purchased power, these arrangements will assist in our objective of keeping rates stable in the coming future.

RENEWABLE ENERGY / SOLAR PHOTOVOLTAIC (PV) PROJECTS

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HOLDEN MUNICIPAL LIGHT DEPARTMENT

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MAJOR PROJECTS

HMLD continues to improve our system reliability with the replacement of overhead wires. 2021 was no different. We began installing two new feeder circuits out of the Bullard substation to increase reliability and load distribution. The voltage regulator replacement at the Bullard substation was concluded and the complete replacement of the Chaffins Sub has begun.

HMLD completed the replacement of all Town-owned decorative (underground) lights in 2021 and is continuing to change out the HMLD-owned protective area lights with LED's.

Our Forestry Division continues to trim our power lines and right of ways throughout the Town. In 2021, they focused on our major feeder circuits, specifically Bullard St, Mason Rd, and Manning St.

Approximately \$220,000 is being spent annually to reinforce several of our major electric circuits, making them stronger and less likely to be damaged during weather events. The experiences of Tropical Storm Irene in 2010, the October snow storm in 2011, Hurricane Sandy in 2012, and the multiple heavy snow storms in 2014-15, have shown the value of strengthening the overhead circuits, as there was little damage to our system during these storms. Power outages did occur during the storms in 2011 and 2012, when transmission lines, neither owned nor operated by HMLD, failed. Our fully dedicated tree crew and their robust tree trimming program have been a valuable asset in this process.

HOLDEN MUNICIPAL LIGHT DEPARTMENT

PAYMENTS TO TOWN

HMLD is fully committed to supporting services provided by taxpayer dollars. Each year, the Department reimburses the Town for services rendered from various departments. In 2021, that amounted to more than \$157,990.00 for services rendered by the Treasurer/Collector, Accounting, Town Manager, Information Technology, Public Works, as well as funding for the Town's CodeRED system. As an active participant in the Town of Holden, HMLD is responsible for the placement of the holiday wreaths and American flags on Main Street.

HMLD also makes a payment in lieu of tax to the Town each year. In 2021 that payment was \$154,272.00.

ONGOING INITIATIVES

In addition to providing high quality, reliable electric service to all its customers, the Department operates several ongoing programs of note:

- Energy Conservation – HMLD continued to offer the Residential Conservation Service Program, a statewide consumer/energy conservation effort. The program provides consumers with free information on home energy conservation, provides a telephone information line for energy conservation questions, conducts home energy audits, and makes referrals to a host of additional energy conservation services available to customers. HMLD also offers a conservation program for commercial customers.
- Appliance and Home Energy Efficiency Rebate Programs – A variety of programs encourage customers to purchase energy efficient appliances and make energy efficiency improvements to their homes. HMLD participated in a rebate program with Mitsubishi for residential heat pumps where customers may receive an additional \$300 - \$600 rebate directly from Mitsubishi.
- School Outreach – Due to the COVID pandemic, the Educational safety and conservation programs at the Town's three elementary schools were placed on hold. We hope to continue the program in 2022 and reach more than 700 students in Grades K, 3 and 5.
-
- Key Accounts Program – HMLD continued, through the assistance of a consultant, to develop our business relationships with our largest customers or our key accounts. In general, our a few dozen large manufacturing/industrial and commercial customers represent 20% of our annual electric sales. It is in the best interests of HMLD and the Town to foster productive working partnerships with our key customers and to address their unique needs.
- CodeRED – CodeRED is the Town's emergency notification system that replaced the old Reverse 911 system that was in place for several years. CodeRED is an Internet-based system that notifies residents very quickly via home and cell phone, email and text messaging. It was put in place just prior to Tropical Storm Irene in August 2011 and have been used effectively during power outages, as well as, to advise residents of certain town DPW work activities.

HOLDEN MUNICIPAL LIGHT DEPARTMENT

COMMUNITY OUTREACH

During Public Power Week in October, HMLD sponsored our traditional senior luncheon at the Holden Senior Center. The Department staff served a delicious meal with the assistance of the Senior Center staff, DPW staff, and friends. A special thank you to those departments that contributed their time and energy.

HMLD works closely with our customers who need assistance with paying their electric bills. We provide referrals to residents who may wish to apply for direct assistance through other local or State agencies. In 2021, HMLD, once again, included envelopes in monthly bills to solicit donations to the Town's Help at H.O.M.E./Welcome Aldrich Relief Fund. This fund provides a source of direct assistance administered by the Help at H.O.M.E. Committee and the Holden Council on Aging. Donations help residents in need to pay their utility and other essential bills. Over the years, the response has been overwhelming.

LOOKING AHEAD

The plan for 2022 is to continue to work on several significant capital projects: The rebuild of the Chaffin Substation (\$6.3 million) and the expansion of the Bullard Street Substation (Construction of 2 additional circuits). In 2021, HMLD completed the replacement of the 6 regulators at the Bullard Street Substation. This enhances HMLD's ability to perform switching orders which will assist in minimizing the outage time for our customers. In 2022, we will continue a multi-year program to replace the current meters with AMI meters. This will further improve the efficiency and strength of our electric system. A heightened emphasis on renewable and clean energy may challenge our fuel supply and diversity portfolio and could impact our rates if not carefully managed.

Legislative Update – Both the Massachusetts House and Senate are actively promoting climate legislation changes. Both branches are focusing on increased electrification through added incentives for heat pumps, electric vehicles, EV chargers and fleet electrification. There are several bills that are still pushing for 100% renewable, but they are not likely to pass this year. Finally, there is large push for the building sector to decarbonize at a faster pace – including a push to eliminate natural gas as a heating fuel by 2050. This is surely an issue that will continue to be discussed throughout this session and into the next legislative session.

Regulatory Update - On the regulatory front, the Department of Energy Resources (DOER) and Department of Environmental Protection (DEP) continue to move aggressively on increasing renewable energy in the electricity sector. We have been meeting with both Commissioners and are expecting a \$5 Million MLP Loan program to be announced shortly. This program, similar to the Heat Loan Program under Mass Save will allow MLP customers, including residents of Holden, eligible to apply for up to \$25,000 loans for energy efficiency and electrification use at 0% interest for up to a 7-year payback. Details are being finalized and will soon become available to Holden customers.

Municipal Light Plants are also working with the DOER and DEP on reporting requirements that were part of the Climate Bill that passed last March that included regulation of municipal light plants. We expect a process to be agreed upon and implemented on time for the 2023 reporting, which will credit our existing clean energy sources and also proceed along a path of accounting for additional renewable and carbon free resources.

HOLDEN MUNICIPAL LIGHT DEPARTMENT

HMLD is closely monitoring this activity and have yet to determine what impact this may have on Light Department expenditures and revenues in the coming years.

DEDICATED STAFF AT HOLDEN LIGHT

HMLD is extremely fortunate to have very experienced and capable operations and office personnel. 2021 was a very busy year for us regarding staffing. We said goodbye to some long-time members and welcomed in some new faces.

Jane Parenteau, General Manager since 2018, retired September 2021. Although we were sad to see her go, we are eternally grateful for the wonderful things she did for the customers and staff while she was here. Her dedication to public power is infectious and second to none. We wish her the very best as she embarks on the next phase of her life.

Michael Viano (Sr Working Foreman), was brought on to help lead our line crews. We are fortunate to have Mike's many years of experience and his positive attitude to maintain the high standards and exceptional service HMLD provides to our customers.

Additionally, we welcomed Michael Andrade (Working Foreman), and Benjamin Allen (1st Class Lineman), Spencer Pollier (2nd Class Lineman), and Anthony Rossi (Groundman) to our ranks in 2021. Both Mike and Ben are seasoned Journeyman Linemen and made an immediate positive impact to our line crews. Spencer joins us in the middle of his apprenticeship and we are eager to help him reach his goal of becoming a 1st Class Lineman. Spencer recently completed the Quinsigamond Community College "Energy Utility Certificate" program.

Our helpful and knowledgeable staff in the office, led by Teresa Montoya, continues to serve you. Office personnel handle a wide-range of duties and responsibilities, not the least of which is the development, processing, and mailing of more than 90,000 utility bills each year and the maintenance of all customer accounts. The staff manages and maintains water, sewer and trash service billings in addition to electric service. Thanks to our entire office staff for their hard work and team spirit.



Unfortunately, HMLD lost a young, bright soul in 2021. Noah Houston (2nd Class Lineman) passed, unexpectedly, on June 9th, 2021. Noah had worked for us since 2018 and was months away from completing his apprenticeship. Noah was a loving and devoted father to his two sons, Grayson and Hunter, and loved his boys very much. His greatest enjoyment was being a father and he treasured spending time with them in all of their activities. He will be greatly missed.

HOLDEN MUNICIPAL LIGHT DEPARTMENT

ADMINISTRATION

Barry Tupper –General Manager
Chris Monsini – Assistant General Manager
Teresa Montoya - Business Office Manager
Callie Knowner – Accounting Manager

OFFICE STAFF

Paula Howell - Principal Customer Service Representative
Kim Brunell - Customer Service Representative/General
Rob Gorton - Customer Service Representative/Collections
Marlene Whipple - Customer Service Representative/General
Rick Grensavitch - Custodian (part-time)

LINE PERSONNEL

Mike Viano - Sr Working Foreman
Joe Hand - Working Foreman
Mike Andrade - Working Foreman
Ben Allen - First Class Lineman
Derek Peto - First Class Lineman
Jon Harris - First Class Lineman
Randy Doiron - Second Class Lineman
Spencer Pollier - Second Class Lineman
Anthony Rossi - Groundman
James Evers - Forestry Foreman (Joined 1/22)
Keith Schleyer - Senior Forestry Specialist (Joined 2/22)
Padraic Ferriter - Forestry Apprentice (Joined 1/22)

HOLDEN MUNICIPAL LIGHT DEPARTMENT

MISSION STATEMENT

The mission of the Holden Municipal Light Department is to provide reliable and cost effective energy services in a responsible and courteous manner, which meets the current and future needs of our customers.

In support of the mission, the Department is committed to the following:

1. **Customers.** The Department will continually strive to remain customer-focused and always seek to improve the way in which we deliver services to our customers.
2. **Employees.** The Department will maintain a safe and positive work environment and provide the opportunity for professional and personal development. Employees will be properly trained for their responsibilities and regularly updated in current developments in their disciplines. The Department strives to ensure that employees interact in a courteous, professional manner with their fellow employees, other Town staff, and the community.
3. **Power Supply.** The Department has developed and will maintain a secure, diverse, reasonably priced and carbon-neutral portfolio.
4. **Rates.** The Department will deliver energy and associated services at competitive rates that are fair to all customers and based on a reliable delivery system and sound financial management.
5. **Physical Plant.** The Department will engineer, construct and maintain an electrical distribution system and related facilities and equipment, which will meet current and future customer needs and requirements. The latest technology and methods will be explored and evaluated to achieve this objective.
6. **Environment.** The Department will meet or exceed applicable environmental regulations, keeping customers informed of the progress and costs involved.
7. **Efficiency.** Education programs will provide information to customers in energy efficiency and the wise use of energy.
8. **Community Service.** The Department will participate in community outreach and education programs to promote good public relations and serve customers.

HUMAN SERVICES RECREATION DEPARTMENT



Denise M. Morano, Recreation Director (retired July 2021)
Nichole Hallett – Recreation Director (left - appointed July 2021)
Angela T. Greene, Recreation Leader (middle)
Kate Youngstrom – Senior Clerk (right)

Dear Community,

First and foremost, as the newly appointed Holden Recreation director, I wanted to take the time to say thank you to Denise for serving the Holden community for 26 years. Our pool and programs are excellent, and our community has enjoyed the benefits of your hard work and dedication for many years. Best of luck in retirement, future endeavors, and enjoy the beach.

I wanted to officially welcome aboard Kate Youngstrom, Holden Recreation Program Coordinator who began in April. Kate's work ethic and enthusiasm to assist the community has been observed in our short time together. Lastly, a sincere thank you to Angela Green. Angela's commitment and support to make my transition into this new role is greatly appreciated. She has been instrumental in helping me learn the public sector, and current operations while she simultaneously fulfills her job obligations. Angela is a patriot of the community, and diligently works to create the vision I would like to implement for our department.

My vision for our community is to bring enrichment, empowerment, and connection to the whole community through recreation. "Let's get better together".

Thank you for your attention and time.

Sincerely,
Nichole Hallett



HUMAN SERVICES RECREATION DEPARTMENT

SEASONAL STAFF

HEAD LIFEGUARDS

Tucker Hanlon
Monet Parades

ALL DAY STAFF

Joey Nunn
Megan Birch
Bekka White
Sydney Zeena
Sophie Letendre
Mattea Sielaff
Lauren Russell
Samantha Johnson
Ainsley Napolitano

WSI'S

Amanda HOFFEY
Patrick Scanlon
Ethan Servant
Jamie Brenner
Lauren Gardner
Conor Hanlon

PASS CHECKERS

Devyn Brenner
Owen Glancy
Nora Hanlon
Dom Boucher
Caroline Lambert
Noah Lambert

TENNIS

Ana Baez
Jake Bruce
Noah Lambert

DRAMA

Danielle Smith

BASKETBALL

Jack Grogan

SNACK BAR

Maeve Herlihy
Sophie Schlar
John Bolles
Dan Survell
Joe Cappabianca
Maddie Bailey

HALF DAY PROGRAM

Kaitlyn Correia
Taytum Meyer
Amy Grogan
Maddie Bailey
Morgan McClintock
Mason Duffy
Audrey Wierczorek

ARTS & CRAFTS

Matt Adams
Paige Bishop

SPORTS & GAMES

Anthony Zingarella

LIFEGUARDS

TJ Conrad
Sam Pedone
Hayden Brenner
Peter Scanlon
Parker Diaz
Jack Grogan
Sydney Mentzer
Tyler Nason
Mike Vecchione

HUMAN SERVICES

SENIOR CITIZEN SERVICES



Stephanie King – Assistant Town Manager
Louise Charbonneau – Director, Senior Services
Maureen Buffone – Secretary
Mary Sloan – Transportation Coordinator
Clare Nelson – Activities Coordinator, Part-Time
Paula Earley – Outreach Worker, Part-Time
Dale Hayden – Outreach Worker, Part-Time
John Bianco – Van Driver, Part-Time
Katherine LePain – Van Driver, Part-Time
Gregg Tivnan – Van Driver, Part-Time

The mission of the Holden Council on Aging is to assist Seniors and their families by providing services and activities that will enable Elders to remain independently and safely living in their own homes for as long as possible. Information and referral services and support groups are available.

Obviously one-half of this year continued to be unprecedented times for all of us due to the pandemic. We did our best to provide information, services and find ways to keep the seniors engaged via the use of new and different methods. Some of our services have stayed in place uninterrupted. We have consistently maintained transportation services, our Outreach, and Information and Referral Services and Meals on Wheels programs. We also continued to assist all Holden residents who applied for support through Help at H.O.M.E. Near the end of the pandemic closing, our hiking and kayaking groups decided to resume their activities. We used our newsletter to provide elders with information we felt was important. Some of those topics were: information on COVID scams that we received through the Worcester County District Attorney's Office; Medicare COVID coverage; election information from the Town Clerk on how the Seniors could vote in state and federal primaries and elections, as well as early voting information. The Senior Center dedicated a phone line for elders to call to request assistance with scheduling vaccination appointments. Our staff responded to over 3,000 requests for support.

The Senior Center is a focal point for Holden's 60+ population. We have slowly re-opened for Seniors to come for socialization; and regular events such as meals; education; health and legal clinics; exercise programs (Strength Training; Yoga; Balance Classes; Tai Chi; Hiking; special events; educational and

HUMAN SERVICES

SENIOR CITIZEN SERVICES

cultural programs. Regularly scheduled programs include: Knitting; Pitch; Bridge; Mah Jong; Cribbage; Billiards; Meals on Wheels; Congregate Luncheon Program; Movies; Blood Pressure Clinics; Free Legal and Insurance Counseling; Flu Shot and Health Clinics; Transportation; Friendly Visitors; Telephone Reassurance (in conjunction with the HPD); Book Express; Food Pantry Deliveries; Arts & Crafts Classes; Piano Lessons; Community Education; Day Trips; Book Discussion Group; Outreach, Information and Referral Services; Medical Equipment Lending Program and an "Out to Lunch Bunch" Group.

Some Intergenerational programs resumed such as our pen-pal program. This year we matched a 71 Mayo School third graders with 71 seniors. They exchanged letters bi-monthly obviously, with the pandemic we could not meet as we usually do in the spring or fall. We kept the program running by receiving letters from the Seniors through them delivering them directly to us, mailing them through the USPS or via e-mail. The Seniors received their letters in the usual manner of a staff member picking them up at Mayo School and bringing them back to the Senior Center for pick up or mailing. Mountaineer Volunteers from WRHS offered a program doing shoveling of walks and steps for Holden Seniors for which we were very grateful.

This year our special events/programs while the building was closed included our home cooked grab & go lunches; musical programs on HCTV; beautiful photography programs with Ron Rosenstock via HCTV; Legal Clinic and SHINE appointments via telephone; a severely reduced AARP tax prep program was also given. During the building closure, our best means of communication with the elders was via our newsletter. We offered information on the following subjects: RMV deadline extensions; how they could contact a SHINE (Serving Health Insurance Needs of Everyone) counselor if one was needed; local services/events. Our Worcester County Sheriff's Office provided kits of PPE to distribute to our Seniors. We have also continued our partnerships with the Gale Free Library for our Book Express Program and the Wachusett Food Pantry delivering food orders to elders who cannot travel there. Here are some of the things we have provided, although quite differently, to help the Seniors stay active and engaged: Cultural programming via HCTV, Exercise Classes via HCTV during the early part of the year; outside exercise classes (during spring early summer

Once the "sun came out" and we re-opened the building, we tried to slowly return to normal as best we could. Through the last six months of the year we invited the Seniors back into the building to enjoy offerings such as: a one act play "The Women of 1776"; informative programs on scams and What Happens When You Call 911 compliments of the HPD; craft classes such as creating a floral arrangement w/Tina Bemis; Zentangle; and Adult Coloring. We also began a new Photography Group. We hosted Jeff Belanger to speak on Ghosts; our Annual Picnic; monthly Home Cooked Meals; a Veterans Meet and Greet; a flu shot clinic in partnership with our friends at Walgreen's Pharmacy; and held our Annual Christmas Party at Val's Restaurant. We distributed Farmer's Market Coupons in July. The Friends of HCOA re-opened their Morning Glory Café on Friday mornings from 8:30-10:30 a.m.

As we move forward, our staff continues to provide interesting offerings to keep our Seniors happy, healthy and engaged. We also would like to thank the DPW Buildings and Grounds crew for setting up tables and chairs so we could offer our events and helping cook our special lunches. We are also grateful for our continuing partnerships with and support from the Holden Cultural Council; Friends of the Holden Council on Aging; Mountaineer Volunteers from WRHS; Principal Garden and 3rd Grade Teachers at Mayo Elementary School; Gale Free Library; Wachusett Food Pantry; Wachusett Area Rotary Club; HCTV; Walgreen's Pharmacy; Holden DPW; HMLD; HPD; HFD; the MA Department of Fire Safety; Oriol Healthcare for providing a weekly exercise class; the Holden Women's Club The Worcester County Sheriff's Department and the Worcester County District Attorney. It's through the generosity of all of these

HUMAN SERVICES

SENIOR CITIZEN SERVICES

wonderful people and agencies, we were able offer all of the programs/events we have described in this report,

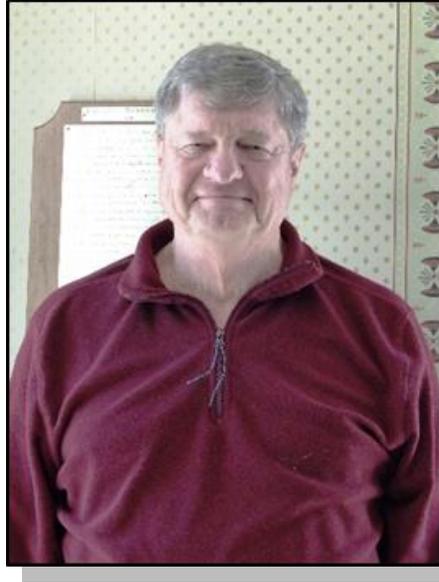
Besides the Town budget monies, we received a Formula Grant of \$35,840.00 from the State Executive Office of Elder Affairs. These monies were used to subsidize the salaries of our town van drivers, and allowed us to add extra outreach hours; pay dues to professional organizations, supplement van rides to the meal site, for participation in Senior Center events/classes and to medical appointments; volunteer recognition gifts and provide education and training for the staff.

The Board and Staff of the Holden Council on Aging would like to thank the community for their continued support of the Senior Center and Elders of Holden.



Stephanie King, Louise Charbonneau and Peter Lukes at the Senior Center 20th Anniversary Celebration, July 2021

HUMAN SERVICES VETERANS SERVICES



Bradford Sherblom – Veterans' Service Officer

The Veterans Services Department is under the direction of Chapter 115 of the General Laws of the Commonwealth of Massachusetts. Local veteran service officers direct the veterans' benefits program, which is a joint program with the Commonwealth and the Town of Holden to deliver financial benefits for qualified veterans and/or their dependents. The office also assists and advises veterans and/or their dependents with questions and applications concerning their federal and other state benefits. This office is also a participant in the Central Massachusetts Veteran's Coalition, which provides a wide range of resources from veteran organizations.

During this past year the budget for the Veterans Service Department has remained consistent with the budget the year before. Veterans with limited income are encouraged, if qualified, to file for a permanent income from the Veterans' Administration (www.va.gov) or Social Security. For those seeking employment, veterans are encouraged to contact the Veterans Representative at the local Workforce Development Office, 340 Main Street, Suite 400, Worcester. Veterans wishing to file for health care benefits can also do so at the VA Medical Facility, located at 605 Lincoln Street, Worcester. We hope to assist some veterans, their families or widows of veterans with their monthly expenses on a needs basis. Any veterans benefits expended through the town are reimbursed by the state at a rate of 75%.

CULTURE

GALE FREE LIBRARY

Susan Scott - Director

Jennifer Rhoades - Assistant Director/Head of Reference

Kevin McDonough – Head Children’s Librarian

Veronica BeJune, Head of Collection Management

Rachel Mimms, Head of Circulation

Kathleen Brown Kayla Casiello

Nancy Chalk Nancy Clayborne

Stephanie Collins Judith Giles

Spencer Perry Nancy Richards

Wendy Snow Magda Szemiot

Amy Vessella Danielle Yanco

Kathleen Youngs Erin Ziomek

BOARD OF TRUSTEES

Richard Maurer, Chair

Alan Degutis

Russell Dye

Penelope Morgan

Virginia Powell-Frasier

Richard Sheils

Gale Free Library has continually evolved and expanded its services and the delivery of those services. The staff remains committed to safely provide library materials to patrons. Library staff has returned to normal workflow and continue to provide the same services employed during the pandemic, such as Curbside, Grab and Go and curated children’s and young adult kits. Programming is happening at all levels and in-person traffic has increased significantly since re-opening.



We continue to offer a variety of methods for patrons to contact us with questions, depending upon what is most convenient and comfortable for them. In addition to in-person services, we offer communication via email, text, chat, Zoom, and even outdoor consultations. Whether they are accessing our resources in-

CULTURE

GALE FREE LIBRARY

house, or remotely, staff is always available to help. Our inter-library loan service, both within the Commonwealth, as well as across the United States, is very popular and well-used.

We continue to make public computer workstations available, where patrons can access the Internet, use our online databases, and print and scan documents. Our staff offers on-site assistance with computers, as well as specialized classes on computer topics. We have also introduced mobile printing, allowing patrons to send print jobs to the library from either their mobile devices, or their home computer.

Our Local History Department continues to be busy, offering access to, and answering questions about, historical records related to Holden and Gale Free history, as well as genealogy. We provide a number of genealogical databases that patrons can access from both the library, as well as remotely. There is also an up-to-date microfilm machine capable of scanning and printing digitized materials, including articles from newspapers dating back to 1892.

Programs have continued to run throughout the year, in formats consistent with what our patrons are most comfortable with (online, indoors and outdoors). Over the summer, an outdoor tent was installed;



Kayla Casiello as the resident witch of GFL

for the purpose of conducting programs safely outside (patrons can also enjoy our beautiful grounds more!). Our long running weekly/monthly programs have continued, and new programs have been introduced, including a popular monthly Adult Craft program, as well as a monthly Movie Discussion group. Additionally, we have maintained our outreach to the community, to let patrons know about our resources and services. This includes visits to local schools, a summer-long booth at the Holden Farm Market, as well as our Book Express program, which delivers materials to homebound Holden residents.

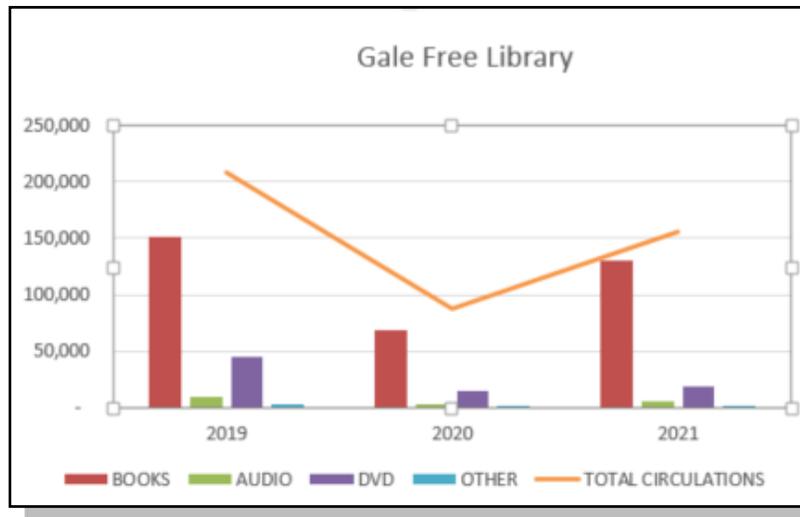
All children's programs have been in-person since July of 2021. We sponsored weekly concerts, story times, Lego clubs and scavenger hunts on the lawn all summer. The Summer Reading Program had 3,000 participants and we look forward to more in 2022.

The Witches Cottage with potion-making, witchy crafts and story times, all part of a week of activities which was new in 2021. The week kicked off with the town wide Halloween trick or treat. The library was visited by around 500 families. As we continue to see old and new friends return to the children's room, we are planning lots of new programming for 2022.

Gale Free Library has 15,000 to 20,000 average circulations monthly and 40 to 50 Reference queries a month. Outgoing interlibrary loans are 1,000 to 1,600 monthly. Material circulations, such as books and other physical materials amounted to 83% of circulations compared to digital materials which was 7%.

CULTURE

GALE FREE LIBRARY



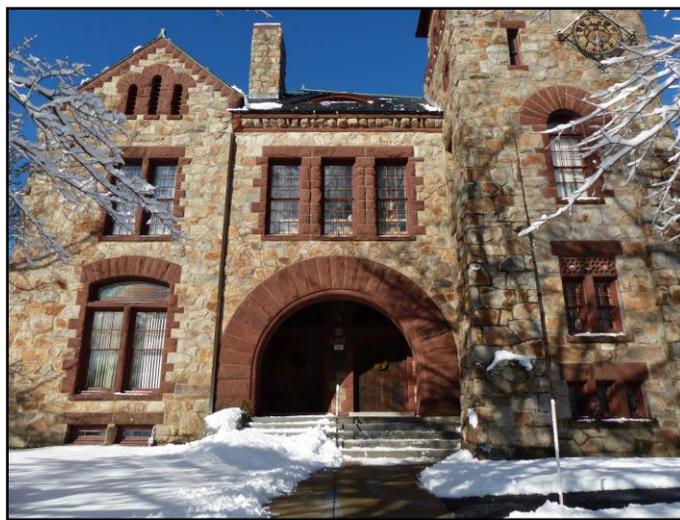
Total circulation for 2019 was approximately 208,830, 2020 87,778 (pandemic closure) and 2021 155,899.

Gale Free Library still belongs to the Central/Western Massachusetts Automated Resource Sharing network, known as CW/MARS. This network allows library users access to hundreds of Massachusetts Libraries materials. These materials can be reserved from any computer or device with Internet access and a library card.

The Board of Trustees is elected officials who serve on the governing board of the library. They support the annual budget request, address the needs of the library and keep policy current. Their meetings are on the third Thursday of the month.

The library is successful because of many people; the library wishes to thank the Board of Selectmen and the Finance Committee for continued support of the library's services and forward looking vision for Holden. The library also would like to recognize Town Manager Peter Lukes and Assistant Town Manager Stephanie King for their support of GFL. The Director, staff and trustees would also like to highlight the dedicated work of The Friends of Gale Free Library for their fundraising efforts and the Buildings and Ground crew who assist in tasks around the building.

Thank you to all who contribute to the betterment of our library and our community.



CULTURE

HOLDEN COMMUNITY TELEVISION

Jay Brunetta – Public Access Director
Evan Schakenback – Production Assistant



Like most of our country, 2021 was a year of continued challenges for Holden Community Television (HCTV.) Our video production slowly transitioned back to onsite locations and also continued with ZOOM and Google meetings. HCTV was able to take the challenges and meet the demands to provide uninterrupted ZOOM, Google meetings and live in person Board of Selectmen and Wachusett School Committee meetings for our community. At the Holden Senior Center we taped a wide variety of programming, from a wellness program presented by Tricia Silverman, The Best of Country Love

performed by Dick and Dawn, Behind the Scenes at the Wachusett Recycling Center, Charming General Stores, Wachusett School Committee Candidates forum, and The Good Neighbor Awards. These shows were broadcasted live on Holden Public Access channels and on-demand at **holdentv.com**.

We continued to provide the series "Elder Law, which provides elder law knowledge. This too was a series that would have been taped in person, but within person restrictions, we were able to provide these programs virtually. We taped the Annual Town meeting and provided a virtual viewing area for Holden residents so they could see and hear the meeting in person. We taped the Memorial Day Remembrance on Town Common, Summer Bandstand Concerts, Santa's arrival at Town Hall and the WRHS graduation 2021 broadcasted live from the DCU center. Over at the WRHS we taped and broadcasted live the Madrigal Celebration. These too had in person restrictions that prevented spectators from attending. We continued making technical upgrades with increased focused on providing meetings and video productions done virtually.



Holden Community Television is thankful to our committed volunteers who have contributed to the continued success of our public access facility. Our locally produced, original programs can be viewed on our website www.holdentv.com. Volunteers are always needed to help with all HCTV productions. If you or someone you know would like to receive free training in video or television production, you can contact HCTV at 508-829-6185.

CULTURE HISTORICAL COMMISSION

Charles Skillings, Chair
Ida Nystrom

The chief goals of the Commission this year were for historic preservation and historical education. This past year has been one of a gradual return to a more normal routine as the result of the COVID 19 VIRUS.

BUILDING INVENTORIES

Members of the Commission continue to work to update the historic building surveys (B Forms). Commission members are trying to create a detailed list of each owner of every historic building in Holden. The computerization of the inventory forms is on-going. This work has been progressing, but the work has been done remotely, and at home by the individual members.

HENDRICKS HOUSE

Since the Hendricks House is town-owned and social distancing is not really possible in the areas of the house that have been open to the public, there have been no active programs this year.



Schools have returned to in-school learning, but they did not participate in any field trips.

The Holden Historical Society has had volunteers staff the house on Saturday morning and have allowed limited visitor access, but it has not been a real busy year.

There are two areas of concern that may need some carpentry repair. The siding on the bay window, on the east side of the building, is in-need of repair. There also is a board that has started to work itself loose from the roof on the west side of the building. It is hoped that DPW will be able to evaluate the situation.

HOLDEN HISTORICAL COMMISSION MEETINGS

Due to the COVID 19 VIRUS the Commission has had no official meetings. Members have remained in contact through e-mail as work on the building inventories has continued remotely.

Submitted by,
Charles Skillings, Chairman

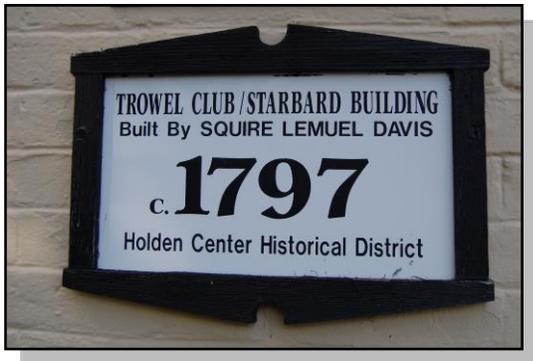
COMMITTEE REPORTS

250TH ANNIVERSARY PERMANENT GIFT COMMITTEE

Michael Smith - Chair
Lance Lazar - Vice-Chair
Sarah Uhlendorf Stebulis - Secretary
Lenny Smith
3 VACANT BOARD POSITIONS
2 VACANT ALTERNATE POSITIONS

The Holden Historic District Commission (HHDC) presides over the structures, grounds, and monuments within our town's two designated districts: Holden Center and Boyden Road. We review applications for maintenance and changes seen from the public way. Three types of applications are available: a Certificate of Appropriateness, Non-Applicability, and Hardship. One of these certificates must be obtained prior to proceeding with any repairs, structural changes or landscaping changes within the districts. The specific boundaries of the districts and our procedures are found within Holden's town website and literature is available at both the Town Hall and the Gale Free Library.

It was with regret that we accepted the resignation of Larry Kowalczyk (Chair), Susan Kowalczyk (Secretary) and Karen Clickner this year. They will be greatly missed, and we wish them all well and thank them for their many years of service to the Commission. The members of the HHDC were pleased to welcome Lenny Smith as a new member of the Board. We currently have 3 vacant Board positions, and 2 vacant Alternate positions. We are actively seeking to fill these vacancies as soon as possible.



Due to the COVID pandemic and the reduction of applications, the Commission held 3 meetings in 2021, all of which were held virtually via Zoom or Google Meet. The HHDC received one application for Certificate of Appropriateness this past year. This application was for the construction of a temporary outside tented space at the Gale Free Library. The goal was to allow them to hold more outdoor programming in line with changing social distancing protocol due to the COVID pandemic. The application was approved as submitted for a term of two

years. As a courtesy, Mass DOT also updated the Board about paving plans for 1.7 miles of Main Street.

The Commission also discussed their desire to update their portion of the town website to include more information about the historic districts, our role, maps, and include direct links to HHDC applications and forms. Chair Michael Smith did a virtual district walking tour with photographs for the Commission, noting some maintenance issues for future consideration. The Board also discussed options to help homeowners in the Boyden District understand the benefits to their property being within the District. The possibility of adding the historic district designation to the property title for future sales or transfer of ownership was something we agree would be beneficial.

The members of the Holden Historic District Commission invite the public to attend our scheduled meetings and welcome your ideas and comments.

Respectfully Submitted,

Sarah Uhlendorf Stebulis
Secretary
Holden Historic District Commission

COMMITTEE REPORTS

250TH ANNIVERSARY PERMANENT GIFT COMMITTEE

Marilynn Foley, Chairman
Roy Fraser III
Emma Riffelmacher

HISTORY

The Bandstand is a permanent gift to the Town of Holden in commemoration of the 250th Anniversary celebrated in 1991. A committee was formed to decide on a permanent gift to the Town using funds left from the 250th celebration, (Just a note no tax dollars have been used in the construction of the Bandstand, its upkeep or Sunday concerts). In 1992 the Bandstand and Memorial Park was created and ground broken. Many volunteer hours, talent and materials were donated for the construction of the Bandstand. Much of the wood used in the construction was milled at a local sawmill from trees grown in Holden. The trees, roses and benches were donated in memory or in honor of a loved one. The plaques with the donor's names and the names of those who volunteered so much time in the creation of this gift are inside the Bandstand. Since the summer of 1992 Sunday summer concerts have been held from 6-8 P.M. A wide variety of music has been performed at the Bandstand over the past 30 years.

The Committee starts planning for the upcoming summer concerts in late fall and early winter. This summer with some restrictions lifted because of the COVID19 pandemic concert goers did not have to confine themselves within a painted grid on the lawn. This year Roy and Marilyn were surprised when Peter Lukes, the Town Manager presented them with a Certificate of Recognition from the Board of Selectmen and the Manager for 30 years of dedication and thanks for bringing culture and entertainment to the Town. The concerts are sponsored by businesses in Holden, the surrounding towns and the Holden Cultural Council. We also receive donations from local businesses. The Committee raises money at Christmas through Light-A-Light for those who wish to light a light on the Bandstand Christmas tree in



memory or honor of loved ones. The donation list is published on the town website (www.holdenma.gov). The Committee passes "the bucket" at the concerts for voluntary contributions for the upkeep of the Bandstand. . In case of inclement weather the concerts are held in the Senior Center. The concerts are promoted on the sign at the Bandstand and the electronic sign at the corner of Main and Shrewsbury Streets, the Town

website, Facebook, by the bands themselves, programs mailed in the electric bill and announced at each concert. Concerts are videoed and shown on HCTV.

The Committee is thankful for the support of the Holden businesses and the Town over the years. The Bandstand is available for use for local events. We look forward to the 2022 Sunday Concerts.

COMMITTEE REPORTS

250TH ANNIVERSARY PERMANENT GIFT COMMITTEE

The Bandstand Committee extends a special thank you to the 2021 Business Sponsors, Business Donors and the Holden Cultural Council who make these concerts possible.

The Holden Bandstand Committee would like to give a special thank you to all of the 2020 **Sponsors** and **Business Donors** who make these concerts possible.

Thank You!

SPONSORS BUSINESS DONORS

Cornerstone Bank	Ellie's Pet Barn
Gibbs Realty, Inc.	Miles Funeral Directors
Holden Cultural Council	Oriol Health Care
Janice Mitchell Real Estate	Steve's Pizza, West Boylston
John Gusha, DMD	Sunnyside Ford
McGreevy's Barber Shop	Village Repair
Webster First Federal Credit Union	Wong Dynasty & Yankee Grill, Inc.



Sundays 6 - 8 p.m. 1130 Main Street

July 11	Rachael and Western Partners, sponsored by Webster First Federal Credit Union Classic Country from Legendary Artists
July 18	Elvis and the Elvis Express Band, sponsored by the Holden Cultural Council Las Vegas Style Show
July 25	The Singing State Trooper, Sgt. Dan Clark, sponsored by Holden Cultural Council Musical Selections including Patriotic and Irish Tunes
August 1	Rick Barron & the Quavers, sponsored by Gibbs Realty Inc., Holden Cultural Council Rockabilly, Rock and Roll, Country Oldies
August 8	The Rusty Buckets, sponsored by Janice Mitchell Real Estate, Holden Cultural Council Dance Tunes, Oldies, Soft Rock
August 15	Beatles for Sale, sponsored by John M. Gusha DMD and McGreevy's Barber Shop Beatles Tribute Band
August 22	Holdin' Back, sponsored by Cornerstone Bank Patriotic, Oldies, Rock and Roll, Sing Alongs
August 29	Slo Grass, sponsored by Holden Cultural Council

COMMITTEE REPORTS

AGRICULTURAL COMMISSION

James Dunn – Chairman
Chris Hugo – Vice Chairman
Thomas O'Shea -- Secretary
Ryan MacKay
Maleah Gustafson
Nancy Rocheleau
Vacant

2021 was another challenging year for Holden's Agricultural Commission, the state, country and world. The Ag Comm continued to meet mostly virtually, rather than in-person. This new venue seemed to slow our overall progress for the year, however, we still produced some good work.

We continue to promote local farming in Holden and act as a resource for farm related education and economic development for our populous. Agriculture in a bedroom community also means backyard ventures that produce for the dinner table, the farmers market, and as a hobby that serves to preserve hygienic, ecological, communal, and efficient techniques that maintain the roots of production for future generations. We provide expert advice on agricultural related topics to the Town Manager, Select Board, and other departments. We are also a voice for open space that adds value in livability and brings pride and attractiveness for those within and outside our borders.

2021 marked the 12th year of operation for the Holden Agricultural Commission. Last year's update of our Mission Statement provided useful guidance for this year's efforts. The Mission Statement repeated below and is published on the Ag Comm's WWW page: (<https://www.holdenma.gov/agricultural-commission>).

Support and promote agriculture and the preservation of open space in Holden

To meet this mission, the Agricultural Commission will:

- 1. Advise Town and other local organizations on agricultural and open space activities and projects, including open space acquisitions and other transactions, master planning, bylaws, events, and programs*
- 2. Serve as a liaison between Town officials and residents on agricultural and open space matters*
- 3. Promote the business of farm-related activities and traditions*
- 4. Engage the community in educational programs and events which deepen people's awareness, appreciation, and involvement in local agriculture and open space*
- 5. Provide informational resources to assist local farmers and residents*

Covid-19 took a toll on our normal quarterly schedule of educational workshops and seminars. No new presentations were scheduled this year, but we look forward to getting back in gear in 2022.

Although no formal seminars were scheduled, we did attempt to increase our educational outreach via social media. We more regularly updated our Facebook page: (<https://www.facebook.com/HoldenAgComm/>) with information of agriculture/consumer interest and have begun to monitor Facebook and Holden WWW site traffic numbers to try and learn what is valuable

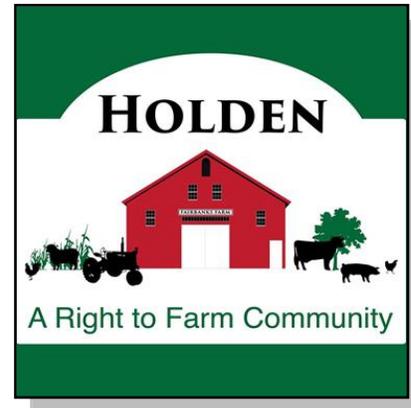
COMMITTEE REPORTS

AGRICULTURAL COMMISSION

to our audiences. Generally, our social media traffic is increasing and feedback is positive. Maleah Gustafson leads these efforts.

Late in 2019, Holden completed an update of the Town's Master Plan. Prominent in the resident's desires for Holden's future was conservation of open space and preservation of the 'character' of Holden as it is today, including agriculture. One product of the Master Plan is a collection of tasks, which, if accomplished, will serve these goals. The Commission has continued work on several achievable tasks for the near future and is looking for ways to complete the really long terms tasks as well.

Tom O'Shea, a state-certified forester, is working with the Town Conservation Agent on the update of the Forest Management Plan.



Jim Dunn was assigned to the committee charged with updating the Open Space and Recreation Plan. The OSRP Plan update was completed after extensive interaction with Town residents via surveys and an outdoor, in-person feedback event at Trout Brook. The plan was presented to the Planning Board and Board of Selectmen and has been forwarded to the State for review.

The Ag Comm was also able to assist two property owners who have fields enrolled in Chapter 61A find new farmers willing to take over expiring leases on their hay fields, thus allowing the properties to remain protected from development.

Filling the vacant Commission member position is still a challenge. We have not been able to attract a person willing to help with our mission. We are actively recruiting to fill the remaining vacant position.

The Ag Comm sub-committee, created in 2019, charged with evaluating and rank ordering all the Chapter 61, 61A, and 61B properties in Holden, completed their work in 2020. A presentation summarizing the work and results was finalized and presented to the Board of Selectmen in January 2021, and to the Conservation Commission later in the year. It was presented to the White Oak Land Conservation Society Directors as well. The background documentation created as this work progressed should provide a valuable resource for land conservation efforts in the future and has been archived with the Town Conservation Agent.

An on-going responsibility of the Ag Comm is to coordinate the Town's review of properties proposed for removal from Chapter 61 status in order that officials can determine whether to exercise the Town's first-right-of-refusal on the proposed sale of these properties. This year, one property was proposed for sale and conversion, but the request was withdrawn shortly after submission, due to extraordinarily high construction costs. Overall this is a good sign for the future of Holden.

We have continued to support the Holden Farmer's Market by coordinating support from Town officials and in scheduling display (monthly) of a banner hung over Main Street. This year the banner was updated with new Market operating hours. We hope this has helped the Market vendors flourish and for their products to continue to be a resource for the populace.

2021 was a bit slower than a 'normal' year, but we still moved forward. We are proud of our accomplishments and expect the next years will bring more.

COMMITTEE REPORTS

COMMUNITY GARDEN COMMITTEE

Jessica Cosenza, Chair
Katy Brier
Aleel Grennan
Julie McCarthy
Michael Trigiano
Gina Tutela

With the general theme of "Conservation and Community", many opportunities for growth took place at the Holden Community Garden in 2021. Beginning in January, committee members worked together to explore grant programs that would allow improvement of the garden grounds, while promoting gathering and educational opportunities. We were fortunate to be awarded funding from the Worcester Garden Club for the purchase of a thermal laminator machine and pouches to post updated public notices and educational sheets at the garden, metal plant labels to illustrate the names of the plants at the garden, sustainable shrubs and resistant plant varieties to add visual appeal and pollinator attraction, and a loam/compost mix to add to the vegetable plots. The Mass Cultural Council also awarded funding through the Holden Cultural Commission for the purchase of an ADA accessible picnic table and bench, allowing visitors to enjoy a comfortable visit at the garden, and encouraging families and individuals to stop and take in all of the wonderful sights, smells and sounds at the garden.



Spring 2021 garden plots with fresh loam, ready for planting.

In April, despite the snow delays, The Holden Community Garden Committee came together to celebrate Earth Day with a community clean up event. This allowed participants and volunteers to join one another for a day of exercise and exploration, while achieving the goals of spreading fresh loam, applying organic fertilizer, cleaning and chipping the walkways, and weeding out the perennial areas. Student volunteers were able to obtain community service hours, and participants were able to meet and greet each other at the start of the community gardening season.

COMMITTEE REPORTS

COMMUNITY GARDEN COMMITTEE



Community members work together to ready the garden in celebration of Earth Day 2021.

Throughout the Spring, the Community Garden took shape with plantings and installations that promoted sustainable practices, community outreach, and environmental stewardship. The final installation of the bridge built and donated by Colleen McCarthy allowed for Girl Scout bridging ceremonies to begin taking place in the garden. A fruit patch including raspberries, blueberries, strawberries and a peach tree were installed in our freshly turned mature compost for visitors and wildlife to enjoy. The fruit plants were purchased in collaboration with the Worcester County Conservation District to represent plants grown in New England that are important to our local agricultural heritage, and of course the composting practices on site demonstrate the importance of healthy soil and conservative garden practices.



Colleen McCarthy poses with the bridge she helped to build and install, and Brian Cosenza plants the fruit patch on site.

COMMITTEE REPORTS

COMMUNITY GARDEN COMMITTEE

All season long the Holden Community Garden made donations of produce and non-perishable items to the Wachusett Food Pantry. The project was led by Gina Tutela who collected and delivered the donations. This model of ethical harvesting is just one way that the garden participants can give back to the community. In addition, the plants help to support wildlife and pollinators in this conservative greenspace.



Herbs and vegetables are collected for the Wachusett Food Pantry, and left for the enjoyment of visiting wildlife.

Support for the pollinators is one of the greatest gifts a community garden can provide. The Holden Community Garden Committee has worked tirelessly to maintain pollinator friendly areas in addition to the vegetable plants on site. In 2021, the perennial garden area underwent improvements and took shape under the guidance of Julie McCarthy, and participants expanded their plots to include more pollinator friendly flowers.

COMMITTEE REPORTS

COMMUNITY GARDEN COMMITTEE



Dozens of native bees, Monarch Butterflies and Hummingbirds can be seen while visiting the Holden Community Garden.

A late season clean up presented another opportunity for community members to come together at the garden. Participants celebrated the closing of the garden beds in October by gathering at the site to share a few hours of sun, music, and catching up while completing the tasks of weeding, mulching, and placing the final plantings of the season. Wachusett Regional Students participated to gain community service hours and to get to know some of the participants who work yearlong at the site.



WRHS students help out with committee and community members, demonstrating multi-generational participation at the garden.

COMMITTEE REPORTS

COMMUNITY GARDEN COMMITTEE

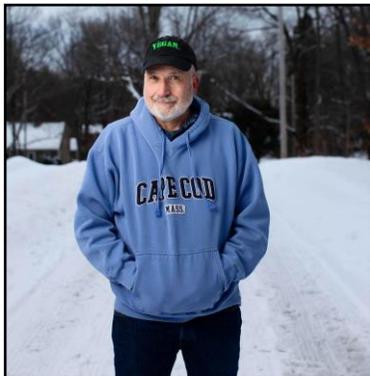


Middle school students creating a scarecrow, while Kate Brier demonstrates over wintering of dahlias.

Committee Members were pleased to welcome Aleel Grennan to the Committee. Aleel is a Holden resident, plant physiologist, and garden enthusiast. Her expertise and energy has been a wonderful addition to the committee, and we look forward to her continued contributions.



Aleel Grennan in her garden plot.



The HCGC was also fortunate to have contributions from Tracy Acito whose membership on the committee was appreciated. We wish her well and appreciate what she provided to the community during her time on the committee. Finally, the Committee bid a sad farewell to Michael Triggiano at the end of 2021. Michael spent many years advising and providing a hands-on role on the committee. His love of organic gardening was known to all, and he was always available to provide a helping hand. In early 2022, Michael announced that he will be relocating outside of Holden and no longer able to participate on the committee. We hope to have him back as a guest speaker and VIP at future events.

COMMITTEE REPORTS

DPW FACILITY COMMITTEE

Daniel Nason, Chairman
James Kempton-Vice, Chairman
Dawn Michanowicz, Secretary
Mark Johnson
John Cross, Jr.
Christopher Lucchesi,
Scott Sundin
Gary Kaczmarek – Owner’s Project manager



In 2015, Town Manager Jacquelyn Kelly created and appointed the Department of Public Works (DPW) Facility Committee (the “Committee”). The Committee was established to select a site and develop a plan to build a municipal DPW Facility in the Town of Holden. The DPW Facility Committee worked closely with consultants, and other officials to develop a plan that will accommodate the long-term garaging, office, and other physical plant needs of the DPW.

Geraldine Herlihy and David White were designated the non-voting Liaisons from the Board of Selectmen and the Finance Committee, respectively. John Woodsmall, Director of Public Works, serves as ex-officio Committee member without a vote. Maureen Burke, Senior Clerk provides administrative support to the Committee.

With support of the Finance Committee and the Board of Selectmen, a Special Town Meeting and Special Town Election

were held (December 3rd and 4th respectively) to vote on the project and the funding of said project. Subsequent to these approvals, the DPW Facility Committee commenced work on the contract documents that were required when publically bidding the project. Working closely with the Owner’s Project Manager (OPM) and the design/engineering team, the Committee worked diligently with the Public Works staff to ensure the needs of the department and the Town were met while keeping the project within scope.

2019 brought some uncertainty relative to the project budget. A healthy economy and a strong job market have increased construction costs higher than expected. The project accounted for normal escalation amounts to cover inflation throughout the project timeline. These above-normal increases in the construction industry were also illustrated in the two separate construction cost estimates performed. Given that the estimates were approximately 14% higher than expected, the Committee investigated multiple major cost-savings measures including reductions in the building footprint, diminishing the administration offices, deleting the fuel island or the salt storage facility.



COMMITTEE REPORTS

DPW FACILITY COMMITTEE

While 2020 was a year fraught with contempt and unrest, it did provide a fiscally beneficial canvas at the time this project went out to bid. Upon completion of the final drawings and specification, the project was publicly bid and bids were opened on August 19, 2020. Low bidder for the contract was awarded to M. O'Connor Contracting, Inc., 19 Ledge Hill Road, Boston, MA 02132. The base bid plus the four (4) alternates were within the budget established for the project. A notice to proceed was provided to M. O'Connor Contracting, Inc. in November 2020 with an estimated 460 calendar day construction timeline. Substantial project completion is targeted for February 5, 2022 with a planned move-in date of April 6, 2022. As the town experienced the season's first snowfall, a groundbreaking ceremony was held at the 18 Industrial Drive site on Friday, October 30, 2020.



Construction progressed well through 2021 even though sourcing and supply chain issues were experienced as a result of the COVID-19 pandemic. Material supply delays were observed with structural and non-structural steel, paint, and drain structures. While these various supply chain delays caused the project timeline to extend from the original completion date of February 2022 to an

expected June 2022 date, the project continued to move forward through all the pandemic-related challenges in 2021. We look forward to moving the public works team and equipment into this new Public Works Facility in 2022!

The DPW Facility Committee thanks the residents for their continued support and investment in its employees and its critical infrastructure.

Respectfully Submitted,

Daniel Nason, Chairman



COMMITTEE REPORTS

ECONOMIC DEVELOPMENT COMMITTEE

The Economic Development Committee was reconvened in Fall of 2021. The major goal of its members and volunteers is to create opportunities for businesses and the public to interact at events in town. There has been a positive response from local businesses this past year and we look forward to more collaboration as we move forward.

Halloween in Holden was enjoyed by many in the town. It is a tradition we expect to continue.



COMMITTEE REPORTS

ECONOMIC DEVELOPMENT COMMITTEE

The Committee regularly meets on the second Monday of the month. At those meetings a consistent topic has been tying together our events during the December Holiday season into a single weekend. We have partnered with representatives of the recreation and fire departments to achieve this and their vision has been instrumental during development. The Committee and its partners expect to offer a Holidays in Holden weekend that builds on the successes of years past.

Our vision includes events appealing to a variety of ages. Tree lighting, caroling, and hot chocolate are all important, traditional, holiday fun. What we also hope to develop is a weekend long festival atmosphere that will keep people in the downtown area and drive customers to our shops, restaurants, and service providers. Moreover, we want to see this reach a scale that draws people from the greater Wachusett Region and create a new Holiday tradition for our town.

We have engaged with vendors and outlined the events for the various days. To meet success we will need volunteers to help with stalls and stations during the weekend. We invite academic or other organizations that have student age members doing community service hours to reach out. We would be happy to work these groups into our planning.

COMMITTEE REPORTS

FINANCE COMMITTEE

<u>Member</u>	<u>Date Appointed</u>
Paul L. Challenger, Chair	07/08/1998
Chris Lucchesi, Vice Chair	02/26/2017
Marilynn L. Foley, Clerk	03/05/2000
Stephanie Adams	08/15/2019
Al Berg	07/01/2021
Joseph Dolak	12/08/2010
Donald Graves	11/19/2017
John Lambert (resigned June 2021)	02/26/2013
Jane Titcomb	08/28/2019
David J. White	10/21/2013

BACKGROUND

The Finance Committee (FinCom) is a volunteer committee mandated by the Holden By-Laws and appointed by the Town Moderator to conduct thorough reviews of municipal financial plans on behalf of the community. The FinCom is responsible for considering matters related to the appropriation, borrowing and expenditure of money and other matters and may make recommendations to the Town Meeting or to any Town board, official or committee relative to such matters.

The main responsibility of the FinCom is to review the Town's fiscal year operating (including education) and capital budgets during the planning process to ensure the effective expenditure of Town funds. This is accomplished through an extended review process beginning in February and lasting until the Annual Town Meeting. The process starts with receiving the Town Manager's proposed budget for the municipal budget before February 15 each year, and the Wachusett Regional School District (WRSD) budget in March.

The main responsibility of the FinCom is to review the Town's fiscal year operating (including education) and capital budgets during the planning process to ensure the effective expenditure of Town funds. This is accomplished through an extended review process beginning in February and lasting until the Annual Town Meeting. The process starts with receiving the Town Manager's proposed budget for the municipal budget before February 15 each year, and the Wachusett Regional School District (WRSD) budget in March.

The Municipal budget comprises about 40% of total spending, and includes Police, Fire, Ambulance, Public Works, General Government, the library and senior center and other Town controlled responsibilities. The Finance Committee can make changes to these budgets as it deems necessary. The education budget comprises about 60% of total spending and includes the WRSD and the Montachusett Regional School District. These budgets are set by the respective school committees and the FinCom can only recommend that Town Meeting approve or not approve them, these budgets cannot be changed locally.

The FinCom holds public budget hearings with the Town Manager and each of the municipal department heads, and also the Wachusett Regional and Montachusett Regional Superintendents. During these hearings the FinCom reviews the last few fiscal years' results, hear the department head's plans and challenges for the coming year, and perform a detailed review of each department's proposed budget. We ask about new personnel requested, expectations for health insurance and other expense trends, new

COMMITTEE REPORTS

FINANCE COMMITTEE

regulations or mandates that need to be complied with, turnover of key personnel, status of employee union contracts and other important topics that help us understand the proposed budget. We review documentation provided and request additional information as needed. At times we suggest, or require, changes to be made to the proposed budget.

The cumulative effect of all the departmental budgets on the Town's property tax rate is analyzed and decisions are made on what the Town can afford to do and what requested items need to be deferred until a later year. At the Annual Town Meeting, the FinCom makes recommendations on each article with a financial impact and explains why it took that position. Knowing that the FinCom has carefully reviewed each article and explained its implications gives voters confidence in voting on the article. Historically, Town Meeting accepts the FinCom's recommendations more than 95% of the time. The Committee appreciates the confidence that Town Meeting has shown in its recommendations.

By State law (Prop 2 ½), in addition to the increased revenue from property taxes on newly constructed or improved properties, each year's tax levy (the amount raised from property taxes) can increase by no than 2½% from that of the previous year without the approval of voters at a special ballot election (override or debt exclusion). This serves to cap the amount of revenue available, which in turn restricts how large a budget can be approved, since budgeted expenditures cannot legally exceed forecasted revenues.

FY 2022 TAX RATE

The Town's tax rate has two distinct components. The operating budget of the Town, including education expenses, is set under the limits of Prop 2 1/2, which limits the amount taxes can be increased each year. The other portion of the tax rate pays for special projects or items purchased outside of the limits of Prop 2 ½, called debt exclusions. These items are individually approved by voters in order to accomplish a specific goal, such as building a school or buying a fire truck. Most of Holden's existing debt exclusions are for the High School renovation, the Mountview Middle School project and the Public Safety building, but there are various smaller exclusions as well. In FY21 we began making payments on the new Department of Public Works (DPW) headquarters being constructed on Industrial Way.

In 2021 the FinCom reviewed and made recommendations on the Fiscal Year 2022 Town Budget. For the 10th consecutive year, the approved budget raised property taxes by less than allowed under Prop 2 ½. Holden currently has the ability to raise about \$700,000 in additional taxes each year from property taxes under this state law, which provides the Town with financial flexibility, and helps sustain our high credit rating of AA+ from Standard and Poors. Maintaining that credit rating is important in allowing the Town to get the best possible terms on borrowings, especially in light of the debt that is being issued to pay for the construction of the new DPW facility. However, this ability to raise taxes within the limits of Proposition 2 ½ has been greatly eroded in recent budgets, as discussed further below.

This budget, combining both tax rate components, decreased the tax rate from \$17.40 per thousand of assessed value to \$16.56, a decrease of 4.8%. However, combined with an 8.5% increase in the average assessed value of properties, the taxes on the average house increased 3.2%, or \$195. The taxes on the average house (valued at \$385,361) will be \$6,382 during FY22.

COMMITTEE REPORTS

FINANCE COMMITTEE

FY 2022 BUDGET REVIEW

This year's budget review cycle was, once again, a very unusual process. Due to the COVID-19 pandemic, the FinCom held all its hearings remotely. Unlike last year, we were able to conduct all our meetings within a normal time frame, and we were ready for the Annual Town Meeting, which was held in person in May, as it normally is.

This budget was built on expected revenues of \$57.2M, up \$2.0M, or 3.6%, from FY21. There are two major components to this increase. Property tax revenues under the levy went up by \$1.1M, and debt excluded tax revenue increased \$0.4M, primarily due to additional debt related to the new Department of Public Works (DPW) building being built on Industrial Drive. The Tax levy provides 80% of the General Fund revenues available each year. The other significant revenue sources, state aid and local receipts, were each up about \$0.1M.

Below is a high-level summary of the operating budgets for the past five fiscal years, not including debt excluded payments.

	FY18	FY19	FY20	FY21	FY22	Average annual increase over 5-year period
General Government	5,799,704	6,240,364	6,314,976	6,789,732	7,175,861	5.7%
Public Safety	5,389,495	5,472,541	5,803,958	5,871,773	6,202,997	5.6%
Public Works	3,008,671	2,890,526	3,018,697	3,210,404	3,339,810	4.0%
Culture/Human Services	1,220,272	1,250,118	1,284,674	1,318,032	1,318,810	0.1%
Capital	882,000	1,100,540	951,000	1,127,208	708,000	-37.2%
Other Expenditures	1,716,857	1,975,811	1,730,289	1,664,077	1,369,158	-18.0%
Municipal Operating Budget	18,016,999	18,929,900	19,103,594	19,981,226	20,114,636	0.6%
% of Tax Supported Budget	41.00%	40.50%	39.20%	38.80%	37.9%	
WRSD Edu. Assessment	23,305,888	25,021,062	26,531,318	28,231,505	29,679,534	5.1%
WRSD Transportation	1,839,318	2,004,018	2,204,518	2,290,978	2,214,426	-3.3%
Montachusett Assessment	799,232	835,988	901,029	984,226	32,916,332	4.5%
Education Operating Budget	25,944,438	27,861,068	29,636,865	31,506,709	32,916,332	
% of Tax Supported Budget	59.00%	59.50%	60.80%	61.20%	62.1%	
Total Operating Budget	43,961,437	46,790,968	48,740,459	51,487,935	53,030,968	3.0%

COMMITTEE REPORTS

FINANCE COMMITTEE

Holden continues to experience rapidly increasing education costs. With spending on education (the total Wachusett and Montachusett Regional School Districts plus out of District costs) exceeding 60% of the Town's tax levy-supported budget, increases in education funding are having dramatic impacts on the budgets of the Town's other Departments, commonly called the Municipal portion of the budget. Total Town revenues (non-debt related) are forecasted to increase by \$1.6M. The education budget is increasing by \$1.4M, consuming 88% of all new revenue.

The Wachusett Regional School District (WRSD) budget increased from \$102.2M to \$104.6M, a reasonable increase of 2.3%. The budget increased primarily due to contractually obligated pay increases, and significant increases in the cost of benefits, primarily health care. Unfortunately, this reasonable budget increase was paired with a significant \$2.4M reduction in expected state aid. Instead of getting an increased level of aid, as expected each year, the state reduced school aid \$0.2M and transportation aid \$0.7M. The District had to ask the towns to make up for this funding shortfall, resulting in much higher assessment letters.

For FY22, Holden had 182 less students in the District, while the other four towns are seeing reductions in students totaling 235 students. These losses are driven by the remote learning required due to the pandemic leading parents to find alternative educational opportunities for their children. These changes have brought Holden's share of the WRSD up to a record high of 47.9%. So, we are taking a bigger share of an increasingly larger pie. This change in student counts, combined the inadequate increase in state aid, means that Holden's share of the budget increased \$1.4 million, or 4.5%, higher than FY21.

The WRSD assessment to Holden was 4.4% higher than the previous year, which was in turn 6.2% higher than the year before. Over the 5-year period, the average increase in the WRSD assessment has been 5.4%. The budget uses 99.1% of the tax levy available under Proposition 2 ½. Since the Town's ability to raise taxes is limited by Proposition 2 ½, increases like these in the largest budget line put great stress on the rest of the budget.

In prior years the FinCom has requested that the WRSD budget should increase no more than 3.5%. However, given the tremendous uncertainty brought by the pandemic and understanding crisis our schools and state are facing, the FinCom voted to recommend that Town Meeting approve the proposed budget. This was not a year to get into a protracted funding battle. The other Towns in the District agreed as well, and approved the WRSD budget.

In order to keep the overall budget reasonable, increases to the Municipal side of the budget have been very constrained over the last 5 years. Capital expenditures (purchases of equipment and vehicles) have been aggressively delayed. The Town is also contributing less to the Stabilization fund, the Town's overall rainy-day savings account. This may impact the ability to respond to future negative financial situations without unduly impacting taxpayers. The FinCom has set a goal of having 15% of the operating budget saved in various savings accounts, and, while we have not achieved that yet, we have been making steady progress towards it.

For the FY22 budget, knowing we were heading toward a very tight budget, the Town Manager proposed a minimal level of capital expenditures, primarily by deferring capital expenditures identified as non-critical. Deferring capital purchases is not a strategy that can be used in perpetuity. At some point, major pieces of equipment and vehicles (fire trucks, ambulances and DPW trucks) will need to be replaced.

COMMITTEE REPORTS

FINANCE COMMITTEE

The majority of the Municipal budget goes for employee costs, which increase each year with pay increases, inflation and rapidly rising health care and pension costs. In the latest 5-year period, the only full-time Municipal positions added have been eleven new Public Safety employees, consisting of three new Regional Dispatch Center employees (who are shared with our neighboring communities), six new firefighters (substantially paid for by a federal grant) and two police officers. This year we added a health agent, whose salary will be substantially the same as the reduction the cost of our Regional Health Collaborative that we are dropping out of, so basically no net expense to us. Four part-time positions were converted into full-time. There are no other new full-time positions. Given the changes in the Town's population, miles of road to maintain, increasing complexity and other growth factors, this is a remarkable record.

In the FY19 budget a study of all Town buildings, including schools, was funded, which would allow the Town to properly anticipate and financially plan for the continuous upgrades, replacements and expansions required for our buildings. The report recommends investing millions in roof renovations, HVAC upgrades and structural improvements over the next 10 years. In FY20 the Town began making as many of the smaller, easier improvements as possible. The plan was to spend FY20 planning, designing and bidding out the more significant projects for implementation in future years. Due to the pandemic, this process was slowed down in order to not expend any funds that could be delayed. FY21 was a year for very cautious spending on long-term improvements and in FY22 we did none. Although this was the right decision for this year, it will have long-range repercussions if we do not get back on track with maintaining our assets.

In the table above, several departments have larger than normal increases while capital has a very significant decrease. This is the result of the FinCom working with the Town Manager on a firm definition of what a capital purchase is. This effort resulted in several studies, engineering analyses, and other long-term, but not capital, items that had traditionally been included in capital, now being shown as operating expenses in the respective departments. While this change makes it harder to notice trends in spending this year, in the long run it is best to have a clear definition of what we consider capital, so voters can have confidence in what they are approving.

Health insurance is guaranteed to municipal employees after they retire in all communities and school districts in Massachusetts. Funding this future liability is an ongoing budgetary quagmire for most towns and school districts. Holden is responsible for the future health insurance coverage for all Municipal employees and for those employees of the WRSD who were hired before the regionalization of the K-8 schools in 1994. The WRSD is responsible for the health insurance of employees that it has hired directly.

Holden was one of the first communities to begin setting aside funds to meet this obligation in the future and currently has \$6.3M invested, reflecting about 44% of the total obligation. The FY22 budget calls for contributing an additional \$0.4M from taxes, as well as additional amounts from the Light Department and Water/Sewer Enterprise Fund. In 2018, as part of the collective bargaining process, a 1% contribution of wages from all employees hired after January 1, 2019 was negotiated. This policy was then extended to cover non-union employees as well. The funds invested and the employee contribution will have a very positive impact on the Town's bond rating as the rating agencies see the Town addressing this serious issue in a responsible way.

Prior to the Annual Town Meeting, the FinCom worked with the Board of Selectmen, the Town Manager, Moderator and Town Counsel to streamline and simplify the financial articles put onto the warrant. The goal was to make the ATM run more smoothly, minimize the number of votes required, and make the

COMMITTEE REPORTS

FINANCE COMMITTEE

whole process more understandable for Town Meeting participants. Based on feedback after the meeting, these goals were met.

At the Annual Town Meeting, the Finance Committee recommended, and the Town Meeting supported, passage of each budget article. In light of the uncertainty facing all departments, it was the wisdom of the Town Meeting to fund a responsibly prepared budget, despite the tremendous unknowns that would be encountered in implementing that budget.

The remainder of 2021 was relatively quiet for the FinCom. We met a few times to get updates from the Town Manager. The Board of Selectmen asked us to consider signing onto a letter to the District requesting that future assessment, in total for the 5 towns, increase no more than 2.5%. After much discussion, the FinCom joined the Boards of Selectmen and FinComs from four towns in signing the letter.

I would like to thank all of the volunteer members of the FinCom for the many hours of effort they put into reviewing the financial operations of the Town and helping to ensure that tax dollars are spent as efficiently as possible. They provide a great service to the Town and deserve to be recognized for their contributions. We look forward to providing advice which will be viewed as objective, reasoned and independent by a majority of our citizens.

Respectfully submitted,

Paul Challenger
Finance Committee, Chair



COMMITTEE REPORTS

WACHUSETT EARTHDAY, INC.



Wachusett Earthday Inc. (WEI) is a seven-town collaborative effort founded to provide local and environmentally responsible solutions to the disposal of difficult items and hazardous substances and materials. WEI operates the Wachusett Watershed Regional Recycling Center at 131 Raymond Huntington Highway in West Boylston on property owned by the DCR (Department of Conservation & Recreation). The site is partially funded by contributions from the seven towns of Boylston, Holden, Paxton, Princeton, Rutland, Sterling and West Boylston as well as being supported by the MA Department of Environmental Protection. In addition to the disposal of difficult materials, WEI provides a venue for sharing gently used but still

serviceable household items. All work is performed by an energetic and dedicated group of volunteers from both member and several surrounding towns, under the able guidance of one paid staff member.

This year proved as challenging for us as for the rest of the world once the ravages caused by the Covid-19 pandemic set in. The site closed on March 13th and remained so until early June when, after much research & discussion, it was determined that we could begin to operate the outside portions of the facility. By the third week of June, we allowed the drop-off of goods for the building – with limitations; and after July 4th, we made the decision to reopen the building with severely limited numbers of visitors and staff at any one time as well as shortened hours. Open hours had to be adjusted to accommodate the requisite spacing and social distancing needed by our volunteers and visitors. The site is now open every Tuesday morning, every Thursday afternoon and mornings on the first and third Saturday of every month with spacing and reduced numbers.

Due to the pandemic, totals for everything during 2020 were less than in previous years:

Total collections:	2019 – 146	2020 – 110
Total vehicles:	2019 – 31,521	2020 – 23,150

Having been closed completely for three and a half months and, upon reopening, having to drop one of our formerly open days, meant a reduction in total open hours. In order to make up for the lost hours, we have now opened the center on both the first AND third Saturday of each month.

Along with the reopening of the site for drop-off of household goods, we have initiated a new procedure for capturing the volume of material that goes in and out of the building. We now have data for the six months from July to December, and on average, the building receives more than a ton of donated materials every day it is open. While we have begun tracking the debris that goes into the dumpsters (in order to get a better idea of how much gets reused with visitors), we are still at the beginning stages of this research.

Due to changes in the requirements for hazardous waste haulers and the consolidation of others, we held only one Hazardous Products collection day in 2020; we have planned two for the upcoming year. Three shredding events were planned during 2020, and one had to be cancelled on account of weather. Three shredding events are planned for 2021.

COMMITTEE REPORTS

WACHUSETT EARTHDAY, INC.

Wachusett Earthday continues its partnerships with multiple local social service and charitable organizations. We have increased our outreach to teachers, and welcome them from any central Massachusetts town to our facility during special evening hours.

We will be continuing our efforts to educate the public using these eight guideposts to encourage less impactful living: rethink, refuse, reduce, reuse, refurbish, repair, repurpose, and recycle. We hope to encourage people to make wiser choices when making purchases or disposing of waste and utilizing our natural and manufactured resources. Our earth depends upon our good use and partnership!

In 2021, holiday closings will be July 3, September 4, November 25 & December 23.

2020 MEMBERS OF THE WACHUSETT WATERSHED REGIONAL RECYCLING CENTER TOWN REPRESENTATIVES:

Boylston: April Steward/ Alison Mack
Holden: Pam Harding/ Wendy Brouillette
Paxton: Carol Riches/ Sheryl Lombardi
Princeton: Art Allen
Rutland: Michael Nicholson/ Erin Caton
Sterling: Ross Perry/ Paul Lyons
West Boylston: Nancy Lucier
WEI: Norma Chanis/ Susan Farr/ Mark Koslowske
DCR: John Scannell

Respectfully submitted,

Helen Townsend

COMMITTEE REPORTS WACHUSETT GREENWAYS

BOARD OF DIRECTORS:

Colleen Abrams, Chair
Troy Milliken, Treasurer
Mike Peckar, Secretary
Christy Barnes
Stephen Chanis
Christopher Ryan

27 YEARS OF SHARING COMMUNITY CONNECTIONS

Sharing smiles is a year round joy on the Mass Central Rail Trail. Here visitors can find solitude and community, rest and strength, harmony and victory, healing and compassion in the outdoors. Wachusett Greenways' mission is to connect the community through regional trail building. Partnerships among every one of our dedicated volunteers, members and donors, town and state government, local foundations and businesses are key.



AMAZING VOLUNTEERS!

Open the door and come join us. Renew your strength, help advance our mission, and inspire others by volunteering for trail clearing, photography, surveying, trail planning or outreach. Or share your own special skill. Here's the message from one new 2021 volunteer: "Just wanted to say how thankful I am to have joined your 'crew'! It's so cool being a part of all of you and giving some love

and work back to the trails that have been a huge part of my family's' lives." Another 2021 arrival expressed delight after helping with clearing ditches: "I had a great time mucking with all of you! And I'm sure I've told anyone who will listen how happy and grateful I am to have found this group and to be doing this work."

In 2021, with small teams, we concentrated on upgrading trail stewardship by mowing, removing dead tree and ditch clearing. One volunteer replaced a bulletin board and built two beautiful new picnic tables. We tackled the Springdale Mill Historic Site to clear brush and clean signs. Community and school groups began returning during the time when COVID-19 cases decreased.

PARTNER TOWN SUPPORT

All eight Towns--Barre, Holden, Oakham, Paxton, Princeton, Rutland, Sterling and West Boylston-- contributed toward Wachusett Greenways' annual operating expenses. Towns also helped with some mowing and special maintenance projects.

COMMITTEE REPORTS

WACHUSETT GREENWAYS

CHARNOCK MURAL



The long-imagined Charnock Tunnel Mural came to life in 2021. Artist Margaret McCandless engaged several other volunteers to join her in painting a mural of four seasons including local plants, and wildlife. Now trail visitors are delighted to find this beautiful surprise when they visit the rail trail in Rutland. Margaret described her vision for the mural, "By painting local scenery on the tunnel walls, the mural will help passers-by notice and appreciate aspects of the natural world outside the tunnel." Wachusett Greenways is grateful to Margaret for initiating this project and for sharing her gifts as an artist, educator and mural painter.

In 2022 the project will continue with painting on the second wall of the Charnock Tunnel and engagement of more community volunteers. Massachusetts Cultural Council Grants from the towns of Rutland, Paxton and Holden all supported the mural project. Thank you, also, to Clayton Johansen and Nal's Paint for contributing to priming the wall and paint supplies.

MASS CENTRAL RAIL TRAIL REACHING ACROSS THE COMMONWEALTH

Wachusett Greenways and partners are working to fill the gaps in our thirty mile section of the MCRT. Across the Commonwealth others are building more of the 104 mile MCRT between Northampton and Boston. In 2021, Wachusett Greenways, in partnership with the DCR Watershed Division, advanced construction of two new miles of trail in Holden between Mill and Princeton Streets to be completed in 2022. WG construction is in progress on the MCRT in West Boylston on the new Pleasant Street section and upgrading the Thomas Street section and in Sterling replacing the bridge at West Lake Washacum. The DCR Recreational Trails Program and the MassTrails Program provide fundamental support matching grant support.

WG ANNUAL MEETING

The annual meeting ordinarily scheduled for May was held on December 2, 2021 to review the prior year 2020. The next annual meeting in May 2022 will review and celebrate the year 2021. All are welcome!

COMMITTEE REPORTS

WACHUSETT GREENWAYS



LET'S DO IT!

Sadly, we said farewell to Eric Johansen, longtime WG and community supporter, par excellence. In 1994, Eric posed for The Landmark kick-off photo with a new trail development group sporting bicycles, snow shoes, cross-country skis, hiking and running shoes and strollers. Eric continued to encourage Wachusett Greenways, originally spun from Wachusett Earthday, to make the Mass Central Rail Trail and open spaces accessible to all. Continuing in the family tradition, Clayton and Bennett, sons of Eric and Lois Johansen, are also engaged with WG. In 2021 Clayton and this team from EJ's Painting primed the Charnock Tunnel wall in Rutland for the new mural, and Bennett snowplowed the rail trail parking lot at River Street in Holden.

THANK YOU TO EVERY SUPPORTER!

Thank you to each and every donor who contributed to Wachusett Greenways in 2021. New donors and loyal members are key. The total number of donors for the year reached 864 including 40 new members. Donors came from 122 different towns in 17 different states.

A gift in any amount counts you as a member, and you will receive the Wachusett Greenways guide, which includes a map for the regions' trails and greenways. In addition to membership, Wachusett Greenways has three special Mass Central Rail Trail Funds: MCRT Construction Fund, Dr. Edward P. Yaglou MCRT Maintenance Fund, and the MCRT Stewardship Endowment Fund. Donors are invited to designate gifts to any of these Funds to help complete the trail, carry out regular maintenance, and protect the trail for the future. In 2021 donors expressed gratitude to be among the first to give to the Fund honoring Ed Yaglou, our long-time dedicated volunteer.

We invite you to sign up to volunteer and to contribute at www.wachusettgreenways.org or phone 508-479-2123 or by mail at Wachusett Greenways, P.O. Box 121, Holden 01520.

COMMITTEE REPORTS

WACHUSETT GREENWAYS



DO SOMETHING QUESTIONNAIRE

The purpose of the "Do-Something" project is to mobilize Holden residents to "do something" for their community, to volunteer free time in areas needing able manpower.

Name _____ Address _____

Home Phone _____

Business Phone _____

Occupation _____ E-mail _____

Community Interests _____

Education _____

Please check below the areas in which you would be willing to "do something" for Holden.

PLEASE CHECK 3 COMMITTEES IN ORDER OF INTEREST (1, 2, and 3)

- 250TH Permanent Gift Committee a/k/a The Bandstand Committee
- Agricultural Commission
- Affordable Housing Partnership
- Board of Assessors
- Board of Health
- Cable Advisory Committee
- Capital Planning Committee
- Master Plan Monitoring Committee
- Conservation Commission
- Council on Aging/Senior Citizens Committee
- Economic Development Commission
- Finance Committee
- Greenways Task Force
- Historic District Commission
- Historical Commission
- Holden Cultural Council
- Infrastructure Investment Fund Board
- Municipal Electric Power Advisory Board
- Open Space Committee
- Planning Board
- Recreation Committee
- Transportation/Circulation
- Water/Sewer Advisory Board
- Zoning Board of Appeals
- Other _____

Date Submitted _____

NOTE In order for a resident to serve on a Town Committee, he/she must be a registered voter in the Town of Holden. Please return to the Office of Town Manager, 1204 Main Street, Holden, MA or mail with any town bill.

TOWN STATISTICS

HOLDEN INCORPORATED JANUARY 9, 1741

Elevation at Town Hall - 818 feet

Longitude 71 51' 46" West

Latitude 42 21' 3" North

Miles of Street - Approximately 120

Town's Area - Approximately 36 Square Miles

22,178 acres of land - 447 acres of water

TOWN CLERK STATISTICS - 2021

Population as of December 31, 2021 – 19,624

Marriage Intentions Filed	83
Marriages Recorded	83
Births Recorded	209
Deaths Recorded	173
Burial Permits	76
Flammable Storage Renewals	21
Dog Licenses Issued	2,908
Kennel Licenses Issued	2
Parking Tickets Processed	14
Business Certificates	84
Raffle Permits Issued	4
Drain layer Licenses Processed	34
Selectmen Licenses Processed	73
Zoning Board of Appeals Decisions Received	19
Planning Board Filings Received	20
Conservation Commission Applications Received	0
Historic District Commission Applications Received	

NUMBER OF REGISTERED VOTERS (as of December 31, 2021)

Democratic Party	3,042
Republican Party	2,028
Green Rainbow	6
United Independent Party	68
Unenrolled	9,552
Political Designations	115
Total Registered Voters	14,811

TOWN TELEPHONE DIRECTORY

Town of Holden Main Number (508) 210-5500
Town of Holden Emergency Information Recording (508) 210-5555
Police/Fire/Medical Emergency "911"
www.holdenma.gov

Accounting	Town Accountant	(508) 210-5525
Administration	Town Manager	(508) 210-5501
Real Estate Assessment	Assessors	(508) 210-5515
Births/Deaths/Marriages	Town Clerk	(508) 210-5530
Building Permits/Inspections	Building Commissioner	(508) 210-5536
Cable Television	Public Access Director	(508) 829-6185
Dog Licenses	Town Clerk	(508) 210-5530
Dog/Animal Issues	Animal Control	(508) 210-5649
Drainage	Dept. of Public Works	(508) 210-5550
Elections/Registration	Town Clerk	(508) 210-5530
Emergency Management	Director	(508) 210-5650
Engineering	Dept. of Public Works	(508) 210-5550
Fire (Open Burning)	Fire Department	(508) 210-5650
Fire (Non-Emergency)	Fire Department	(508) 210-5650
Public Health Issues	Board of Health	(508) 210-5540
Housing	Holden Housing Authority	(508) 829-9182
Library	Gale Free Library	(508) 210-5560
LIGHT DEPT. EMERGENCY	After Hours/Weekends	(508) 210-5600
LIGHT DEPT. EMERGENCY	Regular Business Hours	(508) 210-5400
Light Department-Billing	Municipal Light Dept.	(508) 210-5400
Motor Vehicle Excise Tax	Assessors	(508) 210-5515
Oil Burner Permits	Fire Department	(508) 210-5650
Personnel	Town Manager	(508) 210-5501
Planning	Senior Planner	(508) 210-5540
Police (Non-Emergency)	Police Department	(508) 210-5600
Recreation Department	Recreation Director	(508) 829-0263
Sanitary Inspection	Board of Health Agent	(508) 210-5540
Schools	WRSD	(508) 829-1670
Senior Citizen Matters	Senior Center	(508) 210-5570
Senior Bus	Senior Center	(508) 210-5573
Selectmen	Board of Selectmen	(508) 210-5501
Snow Removal	Dept. of Public Works	(508) 210-5550
Street Maintenance	Dept. of Public Works	(508) 210-5550
Tax/Bill Payments	Treasurer/Collector	(508) 210-5510
Trash Bills	Municipal Light Dept.	(508) 210-5402
Tree Removal	Municipal Light Dept.	(508) 210-5400
Veterans Affairs	Veterans Agent	(508) 210-5529
Water & Sewer Bills	Municipal Light Dept.	(508) 210-5401
WATER DEPT. EMERGENCY	Nights, Weekends	(508) 210-5600
Water/Sewer Superintendent	Dept. of Public Works	(508) 210-5550
Zoning	Building Inspector	(508) 210-5536